

TITLE: Pregnancy and Pregnancy-Related Conditions; Obligation to Accommodate Pregnant Employees, Including Nursing Mothers

POLICY ADMINISTRATOR: Director Human Resources

EFFECTIVE DATE: April 1, 2018

APPROVED BY: Director Human Resources

Purpose

Holy Cross will grant a [reasonable accommodation](#) that allows employees and job applicants to perform the essential functions of a position while pregnant or experiencing a pregnancy-related condition.

Holy Cross supports nursing employees by providing an employee who wishes to express breast milk during her workday reasonable break time and access to a place shielded from view and free from intrusion from co-workers and the public, each time she has a need to express milk .

Accommodation for Pregnancy and Pregnancy-Related Conditions

Holy Cross will not refuse to hire a pregnant job applicant or an applicant with a pregnancy-related condition if the applicant is capable of performing the essential functions of the position with a [reasonable accommodation](#)

Holy Cross will not deny an employment opportunity or take adverse action against an employee because of the employee's request for or use of a [reasonable accommodation](#) for a pregnancy or pregnancy-related condition.

Upon an employee's request for an accommodation of a pregnancy or pregnancy-related condition Holy Cross will engage in the regular "interactive process" to determine if an accommodation can be granted. Supervisors who learn of an employee's pregnancy or pregnancy-related condition should contact Human Resources for guidance on the "interactive process." The process of securing an accommodation is subject to the regular "interactive process " except that the following accommodations will be granted on request without a requirement of medical documentation:

1. More frequent food or water breaks
2. Seating accommodations
3. Limits on lifting more than 20 lbs.
4. Private, non-bathroom space for expressing breast milk.

Accommodation for Nursing Mothers

For up to one year after the child's birth, a nursing employee will be provided reasonable break times to express breast milk. Holy Cross has designated the rooms located at **Haberlin 217** and **O'Kane BB20** for this purpose. Nursing mothers wishing to use this room must request/reserve the room by contacting Human Resources at X3391.

Each room contains a small refrigerator reserved for the specific storage of breast milk. Any breast milk left in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk and may not be left overnight. Any breast milk left in the refrigerator at the end of the regular business day may be disposed of. Any nonconforming products stored in the refrigerator may be disposed of. *Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.*

Non-Faculty Employees may use the paid rest breaks described in Holy Cross & You at 4.16.2 for this purpose and will be granted additional reasonable paid break time if needed. In situations where more time is needed, employees and supervisors should contact Human Resources at X3391 for advice.

Procedures:

All newly hired employees will be notified of this Policy within ten (10) days of hire.

Supervisors who learn of an employee's pregnancy or a condition related to pregnancy must immediately inform Human Resources at X3391.

Within 10 days of the employee's notification, Human Resources will provide the employee with a copy of this Policy.