

NURSING REGULATIONS

CETYS University

I. OBJECTIVE:

The working mother will feed her baby during the first months the baby is born.

II. WHO IS PART OF IT?

- Tenure and part-tenure working mothers in the institution, as well as temporary mothers.
- Adjunct instructors are not part of it.

III. HOW MUCH THEY ARE ENTITLED TO?

Working mothers at the Institution will have a nursing period that will let them feed their baby even within the working schedule. This nursing period will consist of two extraordinary breaks per day, for a period of 3 months starting from the date right after the post-partum maternity leave. (The period for pending vacations is not considered).

IV. HOW IS IT GRANTED?

The definition of the schedule will be based on the following options:

- In 2 half-hour periods during the working day
- In one one-hour period during the working day
- The Headperson and the employee will agree on the most convenient schedule for both parties in order to have this benefit.

V. PROCEDURE:

The procedure to obtain this benefit is described as follows:

1. The employee must request the nursing period to her headperson in writing upon her return to work.
2. Both parties must negotiate the schedule according to the institution's convenient.
3. The headperson will inform the Human Resources department in writing the agreement made with the employee for this benefit, indicating the exact schedule and period during which it will last.

This document is stated on January 1, 2008 and is active for one year; upon expiration it must be revised. In case of any changes or adjustments, they will be informed to the people involved.

Authorized:

Office of the President

Office of the Administrative Vice-President

CETYS University System