



## Benefit Services

New Mexico State University  
MSC 3HRS, Box 30001  
Las Cruces, NM 88003-8001  
Phone: (575) 646-8000  
Fax: (575) 646-2806

Dear NMSU Employee:

In accordance with the federal Patient Protection and Affordable Care Act and New Mexico state law, NMSU provides for reasonable break time for nursing mothers.

A nursing mother will be eligible for reasonable break time to express milk for her nursing child and may take advantage of the breaks anytime she has the need to do so. NMSU will provide a clean, private place near the employee's workspace, other than a bathroom, for the employee to use for expressing breast milk. The Office of Institutional Equity maintains a list of current nursing parent rooms on campus and is able to assist departments in identifying an appropriate space in their building or near the employee's workspace. They can be reached at 575-646-3635. A link to the Nursing Parent Room Poster is available online at <https://benefits.nmsu.edu/leave-holidays/fmla/>.

Nursing employees are encouraged to discuss with their supervisors what they expect they will need in terms of frequency and timing of breaks to express milk. Supervisors will work with nursing mothers to identify a mutually acceptable location for the breaks.

NMSU Administrative Rule 8.15 *Compensation Policies* provides for a paid, 15 minute break period during each 4-hour work period. If a nursing mother requires more breaks than policy provides in order to express milk, she will be granted additional break time. Her supervisor may require the nursing mother to use paid leave for break time greater than that provided for in policy.

Please contact Benefit Services at [benefits@nmsu.edu](mailto:benefits@nmsu.edu) or call 575-646-8000 or the Office of Institutional Equity at [equity@nmsu.edu](mailto:equity@nmsu.edu) or call 575-646-3635 if you have questions regarding this entitlement.

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Rene S. Yoder  
Director of Benefit Services

A handwritten signature in blue ink, appearing to read 'Gerard R. Nevarez', written over a horizontal line.

Gerard R. Nevarez  
Executive Director of Institutional Equity/EEO

Updated 05/2016