

## Policy for Supporting Breastfeeding Employees with Lactation Accommodations

The effective date of this Administrative Policy and Procedure is (date).

Name of Individual Approving

\_\_\_\_\_ Signature of head of agency/facility for approval

### Purpose:

To provide information and instructions on lactation accommodations in the workplace.

### Policy:

To provide reasonable break time for employees to express breast milk and a location free from intrusion in which to take those breaks.

<Name of Company> subscribes to the following worksite support policy and acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010.

### Company Responsibilities:

1. Breastfeeding employees are able to express milk during work hours using their normal breaks and meal times for up to one year following the child's birth. Should more time be needed, employees shall make arrangements with their supervisor.
2. A private place, other than a bathroom, is available for employees to express milk.
  - a. The room is private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electric outlet.
  - b. Should an employee prefer to express milk in their own private offices, or in other locations an arrangement should be made with the employee's supervisor.
  - c. The location of a room designated to expressing breast milk may change from time to time as deemed necessary by management.
- d. For each designated room, a sign will be placed on the door indicating the room is private and unauthorized entry is prohibited. Permanent signage is not necessary and should be avoided. The door should be able to be locked from the inside while the room is in use.
3. Storage for expressed milk may be made available to employees, either in the general company refrigerators or in designated refrigerators provided in the lactation room. Employees also may provide their own personal cooler.

4. Prenatal and postpartum information and materials are available for all parents.
5. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.
6. No employee shall be discriminated against for expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their goals. Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the manager.

This policy should be communicated to all current employees and included in employee orientation training.

\*Include any other components specific to your company's program

#### Employee Responsibilities:

The employee shall arrange a satisfactory work schedule with their supervisor. Keep supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

The employee shall provide all supplies and equipment needed for lactation accommodations and shall ensure that the area is kept in a clean and sanitary condition.

The employee shall maintain acceptable work performance and ensure there are no work disturbances.

Each employee is responsible for labeling all milk expressed with their name so it is not confused with another employee's milk. Each employee is responsible for proper storage of expressed milk.

Adhere to guidelines for using the lactation accommodation room when more than one employee is utilizing the space. Use privacy screens and signs on the door to make others aware it is in use.