

Effective Date:
Revised Date:

Page 1 of 1

LACTATION SUPPORT PROCEDURE

Section: XXXXXX

Adm. Policy a

PROCEDURE:

Supervisor's responsibility: As part of procedure for applying for FMLA for maternity leave, supervisors are responsible for providing this policy to employees prior to returning to work. XXXX must take the necessary steps to ensure that accommodations are made for the employee. It is recommended that supervisors discuss accommodations and schedule adaptation with the employee prior to the return to work date.

Employee's Responsibility: Employees need to inform their supervisor upon returning to work of their intention to continue breastfeeding. This will provide the XXXX time to make necessary arrangements.

Breastfeeding Equipment: Employees can purchase electric breast pumps to assist breastfeeding employees with milk expression from XXXXX. Employees must purchase and use their own breast pump supplies with borrowed equipment.

Flexible Scheduling: A breastfeeding employee shall be allowed a flexible schedule to express breast milk for her infant child. The time allowed will not exceed the normal time allowed for lunch and breaks. Break time must, if possible, run concurrently with any break time already provided to the employee. For time above and beyond normal lunch and breaks the employee may request use of available vacation time or make up the time as approved by the employee's supervisor.

Designated Lactation Space: XXXX has a designated onsite lactation room which is available to employees or visitors for milk expression or breastfeeding during working hours. The room is private, sanitary, secure, has an electrical outlet, chair, small table, and a sink with running water for washing hands and equipment. It is the employee's responsibility to keep the room clean after each use and remove any personal items.

Nursing Child: Bringing a child to the workplace is not recommended. However, a mother may elect to nurse her child during the scheduled breaks in the lactation room or in a private office. The employee must make the necessary arrangement with her supervisor and child care giver. The child care giver will meet at the designated location and time. It is important that these scheduled times do not disrupt the operations of the department. It is the supervisor's discretion to determine if disruptions do occur and may terminate the direct nursing of child and provide accommodations for pumping only.

All employees will receive education on the benefits of breastfeeding, the importance of having a Family Friendly Business and how to treat customers/clients that are breastfeeding.

Storing Breast Milk: Breastfeeding women will provide their own containers and storage unit such as small ice chest or thermos from home. If breast milk is stored in a common refrigerator, the expressed milk container must be placed in another container, which has the mother's name on it, and placed in the shared refrigerator. It is the employee's responsibility to remove expressed milk at the end of each day.

Signature

Date