

# SAMPLE Workplace Breastfeeding Policy and Procedure Form

## WORKSITE BREASTFEEDING POLICY

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### Purpose

[AGENCY] is committed to the adoption and implementation of this Worksite Lactation Support Policy and Procedure and will be enforced, effective immediately, for all employees.

### Policy

[AGENCY] recognizes the importance of breastfeeding and supports the accommodation of mothers who choose to continue breastfeeding, nursing or expressing milk after their return to work. This policy shall be communicated to all current employees and included in the new employee orientation.

### Notification

#### Supervisor's responsibility

As part of procedure for applying for maternity leave, managers are responsible for providing this policy to employees prior to returning to work. [AGENCY] must take the necessary steps to ensure that accommodations are made for the employee. It is recommended that [AGENCY] discuss accommodations and schedule adaptation with the employee prior to the return to work date.

#### Employee's Responsibility

Employees need to inform their supervisor as early as possible of their intention to continue breastfeeding following maternity leave of absence or FMLA. This will provide the [AGENCY] time to make necessary arrangements.

#### Breast Feeding Equipment

[AGENCY] provides/rents/subsidize electric breast pumps to assist breastfeeding employees with milk expression during work hours. The company provides [hospital grade pump that can be used by more than one employee/ or portable personal use electric breast pump that the employee retains] throughout the course of breastfeeding for the employee or the employee will bring their own pump. [If using a standard hospital-grade pump, indicate whether the company provides/subsidizes personal attachment kit or where the employee can purchase the kit.] *(Indicate whether breast pumps are also available for partners of male employees).*

#### 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. The department is not required to provide break time if to do so would unduly disrupt the department's operation. For time above and beyond normal lunch and breaks the employee may request use of available vacation benefit, early start time or leave for work later. All requests for time above and beyond normal lunch and breaks are subject to approval by the [AGENCY] based on operational needs.

Privacy/Accommodations/Designated Lactation Space

The [AGENCY] will make reasonable effort to provide a clean lockable private room (not a toilet stall or public restroom) or other location, in close proximity to the work area, where an employee can express her milk in privacy. The room should have a chair and accessible electrical outlets for an electric breast pump and if possible a small table. A clean water source for washing hands and rinsing out any nursing equipment must be available; a restroom or break room with a sink does satisfy this requirement. It is the employee’s responsibility to keep the location 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 designated area. The mother will 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.

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 a clean plastic box with lid, which has the mother’s name on it, and placed on a high shelf in the shared refrigerator, not in the door panel. It is the employee’s responsibility to remove expressed milk at the end of each day.

**REFERENCES**

- Oregon Department of Public Health

Approved by: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

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Original Issue:

Updates: