Lactation Policy

Policy/Procedure

The college supports breastfeeding mothers by accommodating those who choose to express breast milk during their workday when separated from their young children. This benefit is available to mothers for one calendar year after the birth of their children.

All women who breastfeed their children, and who need to express milk during the working day will work with their supervisor and Human Resource Services to determine how best to accommodate the needs of the mothers while still accomplishing the performance of their jobs.

Generally, lactation breaks are to run concurrently with break time already provided. In unusual circumstances, should an employee need to take more than two breaks during the work day to express milk, or should she need more time than the established break period to express breast milk, the employee and her supervisor will work together to develop a plan.

Human Resource Services will work with each nursing mother to determine a private lactation area that is free from intrusion by co-workers and the public. The space will also have an electrical outlet, a table and seating, and a nearby sink for washing. Milk should be placed in cooler-type containers under the mother’s control or may be stored in college refrigerators within a department or area, where available. Milk placed in a college refrigerator should be clearly labeled with name and date and should be removed daily.

The college will not tolerate any form of discrimination or harassment of, or retaliation against, breastfeeding mothers.

Related Information

History/Revision Information

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Next Review Date:

Also Found In: Administrative and Support Staff Handbook