

# Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and parents, (company name) provides a supportive environment to enable breastfeeding employees to express their milk during work hours for as long as the employee breastfeeds. This includes a company-wide lactation support program administered by (name of department).

(Company name) subscribes to the following worksite support policy. This policy shall be communicated to employees at the time of hire, and when an employee makes an inquiry about, or requests parental leave.

## Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

### Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours and may use their normal breaks and mealtimes.

For time that may be needed beyond usual break times, employee's compensation will not be reduced. (company name) may not require the employee to use PTO, vacation, or sick time for any additional time needed, nor may they require employees make up any extra time needed beyond normal breaks and mealtimes.

### A Place to Express Milk

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Expressed milk can be stored (company refrigerators, designated refrigerators provide in the lactation room or other location, or in the employee's personal cooler).

### Breastfeeding Equipment

(Company name)(provides/subsidizes/rents) 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. (If using a standard hospital-grade pump, indicate whether the company provides/subsidized personal attachment kit or where the employee can purchase the kit)

### Education

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.

**Staff Support**

Supervisors are for negotiating practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

**Employee Responsibilities****Communication with Supervisors**

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

**Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. The responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Milk Storage**

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of their milk us (company provided refrigerator/personal storage coolers).

**Use of Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provide in the room to negotiate milk expression times that are most convenient or best meet their needs.