



## **Workplace Nursing Mothers Procedure**

**Description:** In accordance with the Fair Labor Standards Act, this procedure provides for a private and sanitary location on campus so that employees may express their milk during work hours.

**Nursing Mothers Room Location:** The designated nursing mothers' room is located in AAR-107. Nursing mothers wishing to use this room must request access to the room by contacting Human Resources Services at 442-2120.

The nursing mothers room provides a private and sanitary location on campus for the purpose of breast milk expression and includes an electrical outlet, small refrigerator, comfortable chair, and nearby access to hot running water and soap. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Breastfeeding employees are responsible for keeping the general nursing mothers room clean for the next user. If employees prefer, they may also express their milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

**Reasonable Break Time Provided:** For up to one year following the birth of a child, employees shall be granted flexible and reasonable breaks, using their normal break periods, meal times and other times as needed by the nursing mother, to accommodate milk expression. For time that may be needed beyond the usual break periods, employees may make up the time or use appropriate leave (vacation, personal holiday, or leave without pay) as negotiated with her supervisor.

**Supervisor Notification Required:** Employees who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

**Complaint Notification:** Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact the Director of Human Resource Services and Legal Affairs.

**Procedure Notification:** The Workplace Nursing Mothers Procedure shall be disseminated to new employees during orientation. Information about breastfeeding support after returning to work shall also be provided to employees prior to their maternity leave.

LCC Workplace Nursing Mothers Procedure (02/13)  
Cabinet Approval 2/27/13