

# (Worksite Name)

## Model Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the *(worksite name)* provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a lactation support program administered by Human Resources.

The *(worksite name)* subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

### (Worksite name) Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive the following in accordance with state and federal laws:

#### **Milk Expression Breaks**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times for one year or longer after child's birth. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

#### **A Place to Express Milk**

Lactation Room(s) shall be available for employees to breastfeed or express milk. The room(s) is private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and has 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 in the lunchroom refrigerator in a bag labeled with the employee name or employee's personal cooler.)

#### **Breastfeeding Equipment**

*(Add if Flex Spending Accounts are available)*

Flex spending accounts can be used to purchase or rent electric breast pumps to assist breastfeeding employees with milk expression during work hours.

#### **Education**

An educational packet on breastfeeding is provided to any employee or spouse who plans to breastfeed.

#### **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about the worksite lactation support program, and for negotiating policies and 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 (*worksite name*).

### **Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean for the next user.

### **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. Employees are encouraged to keep bottles of milk in a labelled personal bag. Each employee is responsible for proper storage of her own milk.

### **Scheduling Break Times to Express Milk**

When breastfeeding employee(s) needs to use the designated Personal Use Room(s), employees will use the sign-in door calendar provided to reserve milk expression times that are most convenient or best meet their needs.