

POLICY

It is the policy of the Company to provide a supportive environment to enable the transition of mothers from maternity leave back to work following the birth of a child by providing lactation areas. Lactation support allows a nursing mother to express milk periodically during the workday.

PURPOSE

As part of our family-friendly policies and benefits, the Company supports mothers who may wish to express breast milk during her workday when separated from their newborn child.

PROCEDURES

For up to one year after the child's birth, an employee who is expressing breast milk will be provided the following:

Expression Breaks

1. Breastfeeding employees may express milk during work hours using their normal breaks and meal times.
2. Breaks of more than twenty (20) minutes in length will be unpaid, and the employee should indicate any extended break period on their time record.
3. Employees wishing to express milk during the work period shall keep their supervisor informed of their needs so that appropriate scheduling can be made to satisfy both the employee and Company.

A Place to Express

1. A private room (not a toilet stall or restroom) shall be available for employees to express milk.
2. The room shall have a table and chair, be shielded from view, free from intrusion from co-workers and the public, have an electrical outlet and a lock that may be used during expression.
3. When available and if preferred, employees may express milk in a private office.
4. Employees who work offsite or in other locations shall coordinate a private area as necessary.
5. If more than one breastfeeding employee needs to use a designated lactation room, employees can use a sign-in sheet.

Milk Storage

1. Employees may use the refrigerators in employee breakrooms for storing breast milk.
2. Any breast milk stored in the refrigerator must be labeled with the name of the employee and a date.
3. Employees are responsible for proper storage of breast milk using the break room refrigerator or a personal cooler.

Communication with Supervisor

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



Education

Prenatal and postpartum informational materials are available through the Company sponsored Maternity Support Program.

Questions surrounding this policy may be directed to the Executive Director, Director of Health Services, Program Director, Area Manager or Employee Services.

Policy Name:	Lactation Support	Effective Date:	20180316
Review Date:	20210205 20180316 20170919 20170310	Revised Date:	20180316 20170919 20170310
Policy Approved:	SVP Employee Services	Approval Date:	20170719
Next Review Date:	February 1, 2022		
Forms:	N/A		
Key Words:	Breastfeeding, lactation, maternity, support, storage, expression		
Short Description:	It is the policy of the Company to provide a supportive environment to enable the transition of mothers from maternity leave back to work following the birth of a child by providing lactation areas. Lactation allows a nursing mother to express milk periodically during the workday.		