

Lactation Guidelines

This document is intended to open and guide a discussion between employees and their supervisors regarding arrangements for expressing milk.

Depending on each employees classification for example, civil service, bargaining unit covered, administrative professional, faculty or temporary/hourly; their employment status; in accordance with applicable policies; and with supervisor approval, the following options may be available to employees:

- Flexible breaks, both morning and afternoon, for expressing milk.
 - Employees may be able to arrange meetings and other work-related commitments around the breaks needed, and to excuse themselves from longer meetings for the time needed to express milk.
- A private (locked and with no view in from the outside), clean, and quiet room for expressing milk will be made available which will include a comfortable chair, small table, and an electrical outlet.
- Refrigerator space (in kitchen) for storing breast milk.
- Use of kitchen sink, dishwashing soap, and other supplies to clean and care for your breast pump equipment.

Employees will need to discuss these options with their supervisor or the director. If requested Human Resource Services is available to assist in this dialog.

Employees may contact Human Resource Services regarding various leave options and applicable policies. This document does not address these options and policies.