Reiew Date:

Revision Date:

Effective Date:

Next Review Date:

**LACTATION SUPPORT IN THE WORKPLACE**

A. **In General.** [ORGANIZATION NAME] permits employees who are nursing mothers to take reasonable break times to express breast milk.

B. **Reasonable Break Times.** [ORGANIZATION NAME] will provide a reasonable break time for an employee to express breast milk for one year after the child’s birth, during each time the employee has a need to express breast milk.

[ORGANIZATION NAME] allows employees one (1) one-hour lunch break and two (2) fifteen-minute breaks each workday which nursing mothers are expected to utilize for expressing milk.

A flexible approach to the scheduling of paid break times may be required to accommodate changes in the nursing mother’s need to express breast milk. Other available paid options are flexible work schedules or use of accrued leave (i.e., vacation, personal, or compensatory time).

C. **Designated Lactation Area.** [ORGANIZATION NAME] provides a designated place that is shielded from view and free from intrusion from coworkers and the public, which is to be used by an employee to express breast milk.

This designated place (“lactation area”) has the following features:

1. The area is equipped with an electrical outlet;
2. The area is in close proximity to a clean sink;
3. The area has comfortable seating and a table or flat surface to hold the breast pump; and
4. A “DO NOT DISTURB” sign is available when the room is in use as a lactation area.