Subject:	Employees Affected:	Policy #	Rev.
LACATATION BREAK POLICY	ALL	435	

PURPOSE

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Cleveland Clinic provides a supportive environment to enable breastfeeding employees to breastfeed or express their milk during work hours. In order to accomplish this, Cleveland Clinic subscribes to the following policy.

POLICY

All employees who are breastfeeding a child, and who need to express milk during their scheduled work time, may express milk during normal breaks and meal times, and will also be provided with other reasonable break time to express milk. A reasonable break time shall be provided each time such employee has a need to express milk, up to one (1) year after the date of the birth of the employee's nursing child.

A private, sanitary space, or designated lactation room, shall be available where the nursing mother is shielded from view and free from intrusion of her co-workers and the public. Lactation rooms and private space are provided throughout the enterprise for breastfeeding employees to express milk during scheduled work time. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other private locations agreed upon in consultation with the employee's supervisor. The space provided cannot be a restroom.

OVERSIGHT AND RESPONSIBILITY

Human Resources is responsible for developing and revising this policy and for determining, in collaboration with management, if a violation of this policy has occurred.

PROCEDURES

Cleveland Clinic, recognizing that a woman who is separated from her infant may need to express milk during her scheduled work time, allows and encourages breastfeeding employees to take reasonable breaks to express breast milk as needed, in accordance with this Policy. Cleveland Clinic considers these breaks part of the normal, paid work day and does not require employees to use PTO or make up this time.

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It is the responsibility of both the manager and the employee to ensure an environment that promotes breastfeeding, while also meeting organizational needs. The employee and the manager should discuss the reasonable break time needed and the location of the lactation room. It is expected that the employee will not abuse the amount of reasonable break time used.

ISSUING OFFICE

Human Resources