



Lactation Support Program Policy & Procedure

Purpose: This policy provides the guidelines that will support the development of work/life balance initiatives set by the Employee Wellness Committee while providing a work environment supportive of breastfeeding when employees return to work. The policy is compliant with the Fair Labor Standards Act, 29 U.S.C. 207(r).

Departments: All LifeCare Alliance Departments

Staff: All LifeCare Alliance Staff

Policy: LifeCare Alliance will assist working mothers with the transition back to work following the birth of a child by providing lactation support. A lactation support program allows the mother to express breast milk periodically during the work day.

Procedure:

- **Employees shall be provided a place to express their milk.** A private, secure, and sanitary room (not a restroom) will be available for breastfeeding employees to express their milk during work hours. This area provides an electrical outlet to accommodate an electrical breast pump, comfortable chair, and nearby access to running water and soap. Employees may, of course, use their private office area for milk expression or other comfortable location agreed upon in consultation with the employee's supervisor, if they prefer. Employees are responsible for keeping the milk expression areas clean, using anti-microbial wipes to clean up the area. When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log or negotiate milk expression times that are most convenient or best meet their needs. See Wellness Staff and/or Facilities Manager to make arrangements for keys.

DESIGNATED LACTATION ROOMS:

Mound St. Administrative Building: Wellness Office Exam Room

Harmon Ave. Building: Wellness Office Exam Room 2

- **A refrigerator will be made available for safe storage of expressed milk.** Employees are responsible for the storage of the expressed breast milk. Employees may use their own cooler packs to store expressed milk *or a designated refrigerator*. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.

DESIGNATED REFRIGERATORS:

Mound St. Administrative Building: Dietitian's Office Refrigerator

Harmon Ave. Building: Employee Break Room Refrigerator

- **Employees shall be provided flexible breaks to accommodate milk expression.** A breastfeeding employee shall be provided a flexible schedule for pumping to provide

breast milk for her child. The time should not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, personal leave must be used, or the employee may make up the time as negotiated with their supervisors.

- **It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.** Realizing the importance of breastfeeding to the infant, the mother, and the company, staff should provide an atmosphere of caring and support for breastfeeding employees. Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonable interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with LifeCare Alliance's policies and procedures for discrimination and harassment.
- **Breastfeeding promotion information will be displayed.** Human Resources will provide a breastfeeding resource packet to all pregnant and breastfeeding employees. All LifeCare Alliance work sites will display supportive and positive messages regarding breastfeeding. Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's lactation support program and for negotiating policies and practices that will help facilitate each employee's infant feeding goals.
- **Employee orientation will include information about the company's breastfeeding policy.** The company's breastfeeding policy will be disseminated to every incoming and current employee at LifeCare Alliance. New employees will be informed about the company policy in the new employee orientation training.
- 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 LifeCare Alliance.

Responsibility: All LifeCare Alliance Employees