**Purpose:**

The [AGENCY] is committed to promoting and providing a supportive workplace environment for employees who choose to breastfeed. [AGENCY] recognizes that increasing the number of women who choose to breastfeed is an effective, evidence-based strategy to fight childhood obesity. The purpose of this policy is to ensure that mothers who choose to express breast milk while at work will have flexible schedules with reasonable break times and an adequate and private place to do so.

**Covered Individuals:**

This policy applies to all [AGENCY] employees.

**Reasonable Break Time:**

1. Employees will be provided adequate breaks and flexible schedules for up to two (2) years after a child’s birth to accommodate expressing breast milk in order to provide milk for baby and maintenance of the milk supply.
2. Breastfeeding mothers must request from and arrange with their supervisor appropriate and reasonable break times for expressing breast milk. Supervisors will provide reasonable break time to accommodate the employee’s needs.
3. Supervisors and employees will work together to establish mutually convenient times for milk expression. Employees will discuss the frequency and duration of breaks with their supervisor.
4. Employees may request to adjust their work schedules for the purposes of expressing breast milk.
5. Supervisors will work to ensure there are no negative consequences to nursing mothers who need break time to express milk.
6. Employees should contact the next level of supervisor or [OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY] if their immediate supervisors do not allow reasonable breaks to express breast milk or their unit does not make arrangements for appropriate and/or adequate accommodations.

**Accommodations:**

1. Employees will be provided a clean, private, comfortable area for pumping breast milk during working hours. The accommodations will have a door that can be locked from the inside and will be solely functional as a space for expressing breast milk. A decal/sign (CR-011253) will be placed on the door of the breastfeeding room to identify clearly the location to breastfeeding mothers and other employees. The workplace breastfeeding coordinator will also supply the employee with a “Do Not Disturb” door hanger (CR-011254).
2. The accommodations will have an electrical outlet, a comfortable chair, a table, and nearby access to running water. This room will not be a restroom, bathroom stall, or a room with a shared function. Access to a nearby clean, safe water source and sink for washing hands and pumping equipment is desirable. Washing detergent or soap will be supplied at the sinks.
3. A refrigerator will be made available for safe storage of expressed milk. Employees can use their own cooler packs to store expressed breast milk, or may store breast milk in the designated refrigerator/freezer. Employees must provide their own containers, and clearly label the breast milk with their name and date. Those using a refrigerator are responsible for keeping it clean.
4. A multi-user electric breast pump may be available in-house for employee use. The employee will provide her own personal attachment kit.

**Communication of Policy:**

1. News and information related to this policy will be posted on the [AGENCY] website and intranet at [DEDICATED WEB LINK(S)].
2. References to this policy will be added to the new employee orientation materials and other publications as appropriate.
3. Supervisors will share this policy at staff meetings and during professional development training sessions.

**Breastfeeding Resources:**

[AGENCY] will offer resources and support to assist those mothers who desire to breastfeed after they return to work. Breastfeeding resources will be promoted or offered to [AGENCY] employees and clients. Inquiries may be made to [OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY].

**Enforcement and Compliance:**

1. In the event that an employee is not allowed reasonable break time to express breast milk by her supervisor or her unit does not make arrangements for appropriate and adequate accommodations, the employee should contact her next level of supervisor or [OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY]. Comments, concerns, complaints, and questions regarding the Breastfeeding Policy will be directed to [OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY].
2. Supervisors and managers are responsible for reviewing available space in unit/department/building and for providing adequate accommodations in the building and reasonable break time for employees who choose to breastfeed. Supervisors will work to ensure there are no negative consequences to nursing mothers who need break time to express milk.
3. Negative conduct towards an employee who is expressing milk at work will be subject for review by [AUTHORITY] and may be grounds for disciplinary action.