

SECTION: 3.0 PERSONNEL

SUBJECT: LACTATION SUPPORT

Title: Lactation Support

Point of Contact: Human Resource Services

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: N/A

Date of approval by LC State authority: March 23, 2015

Date of State Board Approval: N/A

Date of Most Recent Review: 07/2022

Summary of Major Changes incorporated in this revision to the policy: Formatting changes using LC State style guide

1. Philosophy

In compliance with [Section 7\(r\)](#) of the Fair Labor Standards Act, Lewis-Clark State College (LC State) aims to provide a supportive and flexible environment for employees as they transition back to work after the birth of a child.

2. Policy

- A. LC State provides reasonable time away from work for lactating mothers to express breast milk, and will make reasonable efforts to provide a private room or other location in proximity to work for such activity. Employees will be notified of this policy annually.
- B. Employees are encouraged to communicate their desire for time and/or a private location/mothering room for breast milk expression prior to the birth of a child so accommodations can be made as necessary.
- C. Supervisors will work with employees and within policy requirements regarding accommodations for those who wish to express milk for up to one year from the child's date of birth.
- D. A reasonable break time is permitted for nursing mothers for up to one year after the child's birth, and is impacted by individual needs and the proximity of a reasonable space for lactation.
 - i. Reasonable break time may vary during the year. It is important that the lactation breaks are based on the employee's needs, to reduce the loss of milk production.
 - ii. Time spent expressing milk at work will not count against an employee's Family Medical Leave Act entitlement, and does not qualify for employee sick leave, but if additional time is desired, vacation leave is applicable.
- E. Supervisors and employees should work together to comply with the intent and purposes of this policy. Supervisors will consider scheduling options that accommodate for time away, and still allow for the department's business needs to be accomplished.
 - i. Options may include alternate start/stop times to the workday, rearranging break periods, or flexible scheduling.
 - ii. Supervisors should flex work hours, but use of accrued vacation leave can be negotiated, if desired.
 - iii. Supervisors and employees may contact Human Resource Services if an accommodation cannot be found or made in a timely manner.

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- F. An employee must provide the pump, adapter, and accessories for use in a mothering room, and a small cooler or insulated bag for storage. The College is not responsible for providing refrigeration.