

Policy: Lactation Accommodation	Policy Number: I-4.4
Policy Owner(s): Human Resources	Original Date: 8/17/2018
Last Revised Date:	Approved Date: 8/17/2018

I. **POLICY:** John Carroll University (JCU) will provide a location and a reasonable amount of time to accommodate employees who are nursing mothers who need to express milk during the working day for a period of one year after the child’s birth.

II. **PURPOSE:** To define accommodations and guidelines for nursing mothers who breastfeed their child, and who need to express milk during the working day.

III. **SCOPE:** All John Carroll University employees.

IV. PROCEDURES

A. Lactation Facilities

1. For nursing mothers who need to express milk during the working day, the University will provide appropriate space in proximity to the employee’s work area for the employee to express milk in private.
2. The location may be the place where the employee normally works if there is adequate privacy (e.g. the employee’s private office or a lockable conference room).
3. Areas such as restrooms are not considered appropriate spaces for lactation purposes.
4. To request a designated lactation facility, nursing mothers should contact the Human Resources Department or their supervisor.

B. Supervisors who receive a lactation accommodation request are advised to do the following:

1. Review available space in their department and be prepared to provide appropriate space.

2. If the employee does not have a private office and there is no appropriate space within the department, contact the Human Resources Department for assistance in locating appropriate space.
 3. Supervisors should provide reasonable breaks for nursing mothers who need to express milk during the working day. Before a supervisor makes a determination to deny space or break time for an employee who is a nursing mother, they must consult with the Human Resources Department.
- C. Nursing mothers who feel they have been denied proper and appropriate accommodation or break times should contact the Human Resources Department.
- D. Breaks may be paid or unpaid depending on the duration of the lactation break. Breaks for employees who are nursing mothers to express milk should be treated in the same manner as other employee breaks in terms of whether the breaks are paid or unpaid.

II. **CROSS REFERENCES:**

Family Medical Leave Act

Hours Worked and Overtime