

Executive Signature _____ **Date** _____

SUMMARY

This policy promotes an environment where breastfeeding is supported and provisions are made for mothers who choose to continue to offer breast milk to their infant after returning to work at the department or who are visiting the department on official business.

PURPOSE

[If applicable – the following paragraph came from a governmental department policy:] The mission statement of [employer] states the [employer/department] is dedicated to protecting and preserving the health and environment of the people of Colorado. One goal is to prevent or reduce chronic disease by increasing the proportion of mothers who breastfeed their infants.

Recognizing that a breastfed baby is a healthier baby and breastfeeding is the preferred method of infant feeding to promote optimum growth and development of infants, and that mothers who breastfeed are at reduced risks for certain illnesses and diseases, [employer] accommodates mothers who choose to continue breastfeeding after returning to work and avoid or limit the use of infant formula. [If applicable – the following sentence came from a governmental department policy] [The department], as a leader in public health, has a vital role and a responsibility to create a supportive environment to encourage breastfeeding as a cultural norm.

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Colorado law (a) requires employers to make reasonable efforts to accommodate nursing mothers at work, and (b) authorizes mothers to breastfeed their infants where mothers and children are authorized to be, [the department] offers the following accommodations for breastfeeding employees.

POLICY

1) FLEXIBLE SCHEDULES

[The department] allows sufficient break time (at least two breaks of up to 20 minutes and a lunch period during an eight-hour work day) for breastfeeding employees to breastfeed or express breast milk for their children. Supervisors shall work with employees to establish a flexible schedule to accommodate employees' needs.

2) LACTATION ROOM

While breastfeeding mothers are able to pump in any private location in [department] buildings, [the department] provides a Lactation Room located [describe location] for use by employees and visitors to [the department] on official business. The room offers a clean, private area with a table and comfortable seating where a breastfeeding mother can feed her infant or express milk. The room has an electrical outlet for the use of an electric breast pump, and a sink for washing hands and

cleaning milk-collection equipment. Only breastfeeding mothers may use this room. Employees are responsible for their own equipment and supplies and must not leave them in the room.

Breastfeeding employees must access the room with a key obtained from [specify if applicable] to use for the duration of their need. Visitors must access the room with a key for one-time use obtained from the Lactation Program coordinator. The Lactation Program coordinator will orient users to their responsibilities regarding use of the Lactation Room. Employees must inform the coordinator when they no longer require access to the room.

3) ELECTRIC BREAST PUMP

[If applicable]

[The department] will provide breastfeeding employees with the use of a multiple-user, hospital-grade, electric breast pump for use onsite. Employees must provide their own sterile collection kit. Employees who desire to use the pump must meet with the Lactation Program coordinator to understand its use and to sign a release of liability waiver prior to using the pump.

Violations of this policy by employees will be cause for management/supervisor intervention that may result in corrective actions in accordance with [employer/department] rules.

[Note: This sample policy has been modified slightly from the original version to make it more generic and current.]