**Sample Lactation Policy that includes Quiet Room Verbiage.**

**Lactation / Breast Chest Feeding**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Human Resources should communicate this policy to all new employees, and before maternity leave. The right to private space and time to express milk at work is dictated by Colorado Law in the U.S. Patient Protection and Affordable Care Act.

For up to two years after a child’s birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. If possible, the break time should be taken concurrently with other break periods already provided.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has a designated lactation/quiet room in the home office. Employees from other sites may make arrangements to use this room.

Nursing mothers wishing to use this room must request/reserve the room by Outlook calendar reservation (room calendar name: Quiet Room).

**Refrigerator Storage**

Employees may use their own cooler or an office refrigerator/freezer to store expressed breast milk. To protect the milk from contact with other items in the refrigerator, employees should place their milk in a cooler or other plastic opaque bag. Employees need to provide their own containers. Bottles of expressed breast milk should be clearly labeled.

Employees who work off-site or in other locations should work closely with their supervisor to be accommodated with a private area as necessary. Breaks of more than 30 minutes in length will be unpaid, and the employee should indicate this break period through use of the time clock.

**QUIET ROOM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ encourages employees to take care of their physical and mental well-being. The quiet room is designed for lactation support, relief from stress, meditation, yoga, and reading quietly, etc. Priority will be given to working mothers who need a space for breast-pumping. Our workplace wellness program leads to greater productivity, reductions in work related ill-health and injuries, lower worker’s compensation costs, a decrease in absenteeism and staff turnover, improved employee relations, and a healthier work environment.

Employees wishing to use this room must request/reserve the room by Outlook calendar reservation (room calendar name: Quiet Room).