# Basic Needs of a lactation policy

**Space:** A space other than a bathroom to express milk.

**Privacy:** A private lockable space for milk expression.

**Time:** Time to express milk as well as flexible breaks and work options.

**Support:** A positive, accepting attitude from upper management, supervisors, and coworkers helps breastfeeding employees feel confident in their ability to continue working while breastfeeding.

**Additional Considerations:**

Employer-provided information and resources accessible through the worksite during pregnancy and after the baby is born help prepare staff for balancing the requirements of breastfeeding with their job responsibilities.

# Sample Lactation policy

A sample lactation policy is available on the following page. Feel free to use the policy as is or make additions/subtractions to fit your agency. It is important that the policy fits the needs of your agency.

**Adapted from:**

* The Texas Mother-Friendly Worksite Program Toolkit <http://texasmotherfriendly.org/program/develop-your-policy>
* Wood County Breastfeeding Friendly Business Toolkit www.woodcountybreastfeeding.org

In recognition of the well-documented health advantages of nursing for babies, toddlers, mothers and parents, name of agency provides a supportive environment to enable employees to express their milk during work hours.

Name of agency subscribes to the following worksite support policy:

1. **The employer will provide employees time to accommodate for nursing or expressing milk.**

An employee shall be provided a flexible schedule for nursing or expressing milk. The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, the employee can come in early or leave later to make up or flex the time with prior supervisor approval. Employees are allowed to nurse or express milk while they work and not use break time if they so choose.

1. **The employer will provide a lactation space for employees to nurse or express breast milk.**

The lactation space is private, sanitary, and available during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. Employees may use their private office area for nursing or expressing milk, if they prefer. Ideally, the lactation space is a dedicated space for nursing or expressing milk but it may be a space that is also used for other purposes.

1. **The employer will provide refrigerator space for safe storage of expressed breast milk.**

Employees may use their own cooler packs to store expressed breast milk or store milk in a designated refrigerator or freezer. The refrigerator does not need to be exclusively used for breast milk storage; it is safe to store milk in a shared refrigerator. Employees should provide their own containers, clearly labeled with name and date. All staff using the refrigerator are responsible for keeping it clean.

1. **The employer will provide breastfeeding promotion information.**

The employer will provide information about breastfeeding as requested to pregnant and nursing employees, including local resources.

1. **The employer will be responsible for the regular cleaning of the lactation spaces and breastfeeding employees will help with basic cleanliness.**

The employer’s contracted custodial staff will clean and monitor the condition of the lactation spaces on a regular basis. Breastfeeding employees are responsible for cleaning up after themselves and keeping the room clean and sanitary for the next user. This responsibility also extends to other areas that are used for expressing milk.

1. **Supervisors, directors and staff will provide support for breastfeeding employees.**

Recognizing the importance of breastfeeding, leadership and staff will provide an atmosphere of support for breastfeeding employees. Supervisors are expected to be familiar with the current lactation policy, share the lactation policy with employees when relevant, support the employee and problem solve if concerns arise.

1. **Breastfeeding employees will be responsible for communicating lactation scheduling needs with their supervisor.**

Employees who plan to express milk during the workday shall coordinate with their supervisors as needed so they can work together to satisfy the needs of both the employee and the agency.

1. **The employer will share the lactation policy with employees.**

The lactation policy will be shared with current and new employees. The policy will be included in employee orientation.