



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

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| POLICY TITLE: Lactation Accommodation Policy | AUTHORIZED BY: Kelvin L. Simmons Commissioner |
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I. General Statement

To assist the transition of nursing mothers back to work following the birth of a child, the Office of Administration (OA) will provide a lactation accommodation. This policy allows a nursing mother to express milk periodically during the work day. Under federal law, this accommodation will be granted for up to one year after the child's birth. OA may extend the time period upon the mother's request.

II. Time for Lactation Accommodation

A nursing mother may use a reasonable amount of time to express breast milk each time she has a need to do so during the work day. If time beyond lunch and paid breaks is necessary, the supervisor and employee will agree upon a plan to allow more time which could include the employee using annual leave, accrued compensatory time or a flexible work schedule.

III. Environment for Lactation Accommodation

A private space (not a restroom) will be provided to nursing mothers to express milk. OA Human Resources and supervisors will work with the employee to determine a private space in which they may express milk. The space will have:

- A. Electrical outlet for a breast pump
- B. Table and chair
- C. Nearby sink for washing hands and rinsing pump parts

IV. Storage of Breast milk

Office refrigerators may be used for storage of breast milk, or the employee may bring in a cooler for storing breast milk. Milk stored in office refrigerators must be clearly labeled.

Anyone with questions concerning this policy should contact OA Human Resources in Room 560, Harry S Truman Building.