[AGENCY]: Supporting a Breastfeeding-Friendly Workplace

What is a Breastfeeding-Friendly Workplace?



A breastfeeding-friendly workplace is a workplace that acknowledges a woman’s choice to breastfeed, supporting a mother in her commitment to both her job and her child. In addition to a number of benefits, breastfeeding is an effective, evidence-based strategy to fight childhood obesity. Committed to promoting and providing a supportive workplace environment for employees who choose to breastfeed, **[AGENCY]** is proud to join a growing number of state agencies in support of the breastfeeding workplace initiative.

On [MONTH DAY, YEAR], [AGENCY] announced the implementation of an agency-wide breastfeeding policy [HYPERLINK TO POLICY], effective [MONTH DAY, YEAR].  The purpose of this policy is to ensure that mothers who choose to express breast milk while at work have flexible schedules and a private place to provide this important nutrition for their children.

Covered Individuals

This policy applies to all **[AGENCY]** employees.

Reasonable Break Time

Employees will be provided adequate breaks and flexible schedules for up to two (2) years after a child’s birth to accommodate expressing breast milk in order to provide milk for baby and maintenance of the milk supply. Breastfeeding mothers must request from and arrange with their supervisor appropriate and reasonable break times for expressing breast milk. Supervisors will provide reasonable break time to accommodate the employee’s needs.

Supervisors and employees will work together to establish mutually convenient times for milk expression. Employees will discuss the frequency and duration of breaks with their supervisor. Employees may request to adjust their work schedules for the purposes of expressing breast milk. Supervisors will work to ensure there are no negative consequences to nursing mothers who need break time to express milk.

Accommodations for Breastfeeding Moms

Employees will be provided a clean, private, comfortable area for pumping breast milk during working hours. The accommodations will have a door that can be locked from the inside and will be solely functional as a space for expressing breast milk. A decal/sign will be placed on the door of the breastfeeding room to identify clearly the location to breastfeeding mothers and other employees. The workplace breastfeeding coordinator will also supply the employee with a “Do Not Disturb” door hanger.

The accommodations will have an electrical outlet, a comfortable chair, a table, and nearby access to running water. This room will not be a restroom, bathroom stall, or a room with a shared function. Access to a nearby clean, safe water source and sink for washing hands and pumping equipment is desirable. Washing detergent or soap will be supplied at the sinks.

A refrigerator will be made available for safe storage of expressed milk. Employees can use their own cooler packs to store expressed breast milk, or may store breast milk in the designated refrigerator/freezer. Employees must provide their own containers, and clearly label the breast milk with their name and date. Those using a refrigerator are responsible for keeping it clean.

A multi-user electric breast pump may be available in-house for employee use. The employee will provide her own personal attachment kit.

Enforcement of the Policy

Supervisors and managers are responsible for reviewing available space and providing adequate accommodations and reasonable break time for employees who choose to breastfeed.

Breastfeeding Resources

Resources and support are available to assist mothers who desire to breastfeed after they return to work. Breastfeeding resources will be promoted or offered to **[AGENCY]** employees and clients. For more information, please contact **[OFFICE OF PERSONNEL SERVICES/DESIGNATED AUTHORITY]**.