

Procedure IV.4000.I.a, Lactation

Associated Policy

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Procedure

- A. Employees should inform their leader as soon as possible of their intention to continue nursing following their leave of absence. Reasonable notice before the employee returns to work provides the College time to ensure all necessary arrangements are made prior to the employee's return from leave.
- B. Once a leader is notified of the need for a lactation room, the leader will notify Human Resources, Benefits.
- C. Human Resources, Benefits will coordinate any logistical requirements needed to provide reasonable accommodations for the nursing employee.
- D. The nursing employee will be allowed a flexible schedule for nursing. For non-exempt employees, the reasonable accommodation will ordinarily consist of additional time in conjunction with the time allowed for lunch or work breaks. Whenever possible, break time for lactation purposes should run concurrent with any break time already provided to the employee. Exempt employees will consult with their leader to arrange an appropriate schedule. As with non-exempt employees, exempt employees should, when possible, schedule a lactation break concurrently with a lunch period or other scheduled break.
- E. The College will provide a clean, private room that locks (not a public restroom) in reasonable proximity to the work area, where the employee can express milk in privacy. The room will be furnished appropriately and will have an accessible electrical outlet for the pump.
- F. It is the employee's responsibility to ensure the location is clean after each use.

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Associated Policy	Policy IV.4000.I, Lactation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner of Vice President, Human Resources
Policy Associated
with the Procedure
