Policy Supporting Pregnant and Breastfeeding Employees

**1. RATIONALE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company name]** recognizes that supporting pregnant and breastfeeding employees is good for business, and that breastfeeding is the most healthful, natural and economic method of infant nutrition. Therefore, all pregnant and postpartum employees are encouraged to consider breastfeeding their children as a means of promoting the health of both child and mother. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company name]** will adhere to the Louisiana Pregnant Workers’ Fairness Act (Act 393), as well as the Federal Fair Labor Standards Act (FLSA), Section 4207, Nursing Mother’s Law.

**II. POLICY STATEMENT**

**Pregnant employees and new parents have the right to:**

**Reasonable Accommodations**

Employees may request accommodations related to pregnancy, childbirth or a related medical condition. These may include more frequent bathroom/drink breaks, assistance with manual labor, minor changes in work schedule or job restructuring, or other accommodations.

**Cooperative Dialogue**

This company engages in cooperative dialogue with employees to understand and explore ways to meet their individual needs, including for maternity leave planning. Maternity leave planning will address the transition from maternity leave to back to work and the impact that this may have on breastfeeding. If we do not provide a specific accommodation, we will suggest reasonable alternatives to meet the employee’s needs.

**Time Off**

Employees can take time off from work for prenatal appointments and to recover from medical conditions related to childbirth.

**Breastfeeding employees have the right to:**

**Flexible Schedule**

Employees shall be provided flexible breaks to accommodate breastfeeding or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, employees may use sick/annual/personal leave or may make up the time as agreed upon with their supervisor.

**Space to Express Milk**

An appropriate private space, non-bathroom area, that is shielded from view and free from intrusion of others will be provided for employees during work hours to:

* + Nurse an infant brought in during lunch or breaks, or
  + Pump breastmilk to be stored for later use

The space should have accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source for hand washing and rinsing out breast pump equipment. The space will contain at minimum a comfortable chair and a table or desk surface for pumping equipment. Employees may breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor, if preferred.

**Storage of Expressed Milk**

A refrigerator will be made available for safe storage of breast milk and employees will be allowed to bring personal coolers for storage. Expressed milk stored in the employee shared refrigerator must be clearly labeled with name and date. Employees using the refrigerator will be responsible for keeping it clean.

**III. RESPONSIBILITY**

**Employee:**

**Communication**

Employees who wish to request pregnancy accommodations or express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employerand the employee.

**Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping breastfeeding milk expression areas clean. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Milk Storage**

Employees are responsible for proper storage and labeling of their milk if using an employee shared refrigerator. Employee personal coolers should be stored appropriately.

**Employer:**

**Communication**

The *Supporting Pregnant and Breastfeeding Employees* *Policy* will be communicated to all staff. New employee orientation will include information about this policy as well.

**Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about the *Supporting Pregnant and Breastfeeding Employees* *Policy* and for negotiating practices that will help facilitate each employee’s infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

**Visitors/Patients:**

**Support**

Our business/organization agrees to support breastfeeding visitors, customers, or patients.  We commit to these actions:

* Provide a comfortable, supportive environment for breastfeeding persons in our establishment
* Ensure that all staff members are aware of this pledge of support
* Display Breastfeeding Welcome Here signage in a highly visible place

We will not:

* Ask breastfeeding persons to leave the establishment to nurse
* Ask breastfeeding persons to go to the restroom or a different area
* Ask a breastfeeding person to cover-up or nurse discreetly

**IV. COMPLIANCE**

It is the responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Name or Position]** to ensure implementation and administration of the *Supporting Pregnant and Breastfeeding Employees Policy*. The responsible party will monitor compliance with the adopted guidelines to ensure adherence to the requirements outlined in this policy.

**V. EFFECTIVE DATE**

The effective date of this policy is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**