

Purpose: The purpose of this policy provides guidelines that will assist in supporting the wellness, work/life balance, and health of employees. The University will support parents employed by the University by providing lactation and nursing support. A lactation and nursing parent support program allows a lactating parent to express breast milk periodically during the work day or nurse an infant child. This policy is in accordance with the Official Code of Georgia, Federal Labor Standards Act, as well as USG, Clayton State University, local, State and Federal regulations.

Compliance Status: Compliant & Posted

Lactation Support

An employer may provide reasonable unpaid break time each day to an employee who needs to express breast milk for an infant child. The employer may make reasonable efforts to provide a room or other location (in close proximity to the work area), other than a toilet stall, where the employee can express milk in privacy. The break time shall, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time under this Code section if to do so would unduly disrupt the operations of the employer (**O.C.G.A. § 34-1-6**).

Nursing Parent Support

The breast-feeding of an infant child is an important and basic act of nurture which should be encouraged in the interests of parent and child health. A parent may nurse their infant child in any location where the parent and infant child are otherwise authorized to be (**O.C.G.A. § 31-1-9**).

Definitions: For the purpose of this policy the following definitions and/or references apply:

Breaks: Any employee who is breastfeeding a child will be provided reasonable break times to express milk for a newborn up to one year after the child's birth. The number of breaks needed to express milk may depend on numerous factors such as the number of feedings and age of the child. A nursing parent will typically need two to three breaks during an eight hour period; however, more break times may be necessary.

Employees who are subject to the Fair Labor Standards act may take lactation breaks during existing break periods as designated by the employee's department. Lunch breaks may be shortened to account for a morning and an afternoon lactation break. If the employee uses time other than a regularly scheduled break time or if the employee's department does not have designated break times, then the employee will be required to either: (1) make up that time during the same work day; (2) use vacation leave; or (3) take leave without pay for that period of time. FLSA subject (non-exempt) employees may also arrive at work earlier than the regular starting time or leave later than the regular departure time to account for lactation breaks.

Storage of Expressed Milk: The University is not responsible for the integrity or security of expressed milk stored in any refrigerator on campus. Lactating/Nursing parents may use campus refrigerators or may bring personal coolers to store expressed milk. Employees must provide their own containers for storage of expressed milk while on campus.

Employees should check with supervisors to determine if there is a refrigerator available near their work area where breast milk may be stored. If there is no refrigerator available, employees must provide their own means to store and keep the milk cool, such as a cooler bag.

Notice/Posting: There are no employer posting, policy, or notice requirements written into the law. It is not unlawful for USG institutions to ask a pregnant/parenting employee whether they need or intend to take lactation or nursing breaks.

Supported Lactating/Nursing Parent Employee Obligations: Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks. Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee's needs. Employees must give notice of breaks to supervisors and are required to provide notice to their supervisor when time for expressing breast milk is no longer required.

Locations: Lactation locations must be private, shielded from view, and not located in a restroom or common area. If an employee has a private office, it may be used for this purpose. If a dedicated lactation room is not accessible, supervisors should consider other options such as reserving a conference room as needed, adapting a clean and infrequently used small storage area, or converting an unused office or other room. The lactation location should contain a chair, electrical outlet, a small table or other flat surface, and a door which can be locked or secured.

| Lactation/Nursing Locations | Coordinator/Coordinating Entity |
|---|---------------------------------|
| Harry S. Downs Continuing Education Building (CE). Room #304 | School of Nursing |

Supporting Documentation or Resources (if applicable):

1. Lactation/Nursing Room: <http://www.clayton.edu/health/Lactation-Room>
2. Lactation/Nursing Room Registration Form: https://claytonstate.qualtrics.com/jfe/form/SV_bq1dkUHGLN52wlf
3. School of Nursing: <http://www.clayton.edu/nursing>
4. Lactation/Nursing Room Coordinator: <http://www.clayton.edu/nursing>