



Policy Title: HR5032 - Breastfeeding and Lactation Support

Subject Area: Human Resources

Responsible Official(s): Executive Vice President and Chief Operating and Financial Officer

Responsible Office(s): Human Resources

Policy Statement

The University of Memphis recognizes the importance and benefits of breastfeeding for both employees and infants and in promoting a family-friendly campus environment. By implementing a breastfeeding and lactation policy, the University strives to create an exceptional environment conducive to working and learning and attuned to both the professional and personal needs of the employee, such as the needs of employees who are nursing to feed and/or to express breast milk for their baby while at work or school.

In accordance with state [T.C.A. § 50-1-305], and federal [FLSA Section 7(r) law], the University supports the rights of nursing employees by accommodating requests for break time and a private space to breastfeed or express milk in a location in close proximity of their work area.

Definitions

Lactation Areas - Dedicated spaces designated to accommodate the needs of nursing employees. At a minimum, the room must be clean (not a restroom or toilet stall), private (shielded from view and free from intrusion), comfortable (chair and side table), have an electrical outlet (for breast pump), accessible to nearby running water (restroom), and in close proximity of an employee's work area.

Lactation Breaks - Reasonable paid breaks during the workday for nursing employees who have requested lactation accommodations for up to one year after birth or adoption of an infant.

Policy

Employee's Responsibilities

Requests for paid breaks to breastfeed or express milk should be discussed with the immediate supervisor.

Employees shall be responsible for keeping the facilities clean, and, where pumps are available, will be responsible for following cleaning instructions for each lactation space. In the event a pump is not made available, individuals are responsible for providing personal breast pump and accessories.

Employees have access on a first-come, first-served basis to the breastfeeding and lactation spaces available.

Supervisor's Responsibilities

Supervisors should grant reasonable requests for lactation breaks and accommodations. The employee should be able to tell the supervisor approximately what time is needed for breaks and how long it will take. Supervisors are asked to be flexible.

It is recommended that both the employee and supervisor read the education section of the Family Friendly website so that both parties can agree on a lactation accommodation plan.

Supervisors and employees should work together to establish reasonable, flexible, and mutually agreeable times each day that do not unduly disrupt normal business activities, instruction, or clinical services. Consistent with the University's effort to recognize the importance of supporting working caregivers, supervisors are encouraged to respond positively, and supportively to ensure that there are no negative consequences to nursing employees in need of lactation breaks. Both employee and supervisors are encouraged to consult with Human Resources to mediate issues regarding lactation accommodation plans.

Requesting Use of a Lactation Space

Availability of lactation spaces are on a first-come, first-served basis. Employees can view a list of current spaces on the Family Friendly website.

Storage and Refrigeration of Breast Milk

Recommendations for storing expressed breast milk include keeping it in a cooler, refrigerator, or freezer to be used at a later time. Employees are responsible for storage of their own expressed breast milk.

Breastfeeding/Lactating Beyond the First Year

Employees who continue to nurse beyond the first year may request unpaid break times. As with paid breaks for the first year, the employee and supervisor should work together to establish reasonable, flexible, and mutually agreeable times each day that do not unduly disrupt normal business activities, instruction, or clinical services. Employees may use annual leave to have the break times paid.

FAQs

Who do I contact with further questions?

Employees who have questions regarding access and use of lactation spaces or who believe they have been denied an appropriate request for time and/or location to breastfeed or express breast milk, may contact:

Department of Human Resources
165 Administration Building
hrrservicecenter@memphis.edu
901.678.3573

Related Documents, Policies and Forms

[U.S. Department of Labor](#)
[U.S. Department of Labor Fact Sheet](#)
[Shelby County Breastfeeding Coalition](#)
[Patient Protection and Affordable Care Act \("Affordable Care Act"\)](#)
[Office of Women's Health](#)
[Family Friendly Campus Website](#)

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