

## UConn Lactation Policy Procedures

### **Procedures for Students:**

Students planning to breastfeed or express milk at UConn should do so around their scheduled class times. While professors are not required to excuse tardiness or absence due to lactation needs, students who request reasonable scheduling accommodations should be considered.

Students with questions or who need additional assistance should contact Tina McCarthy, Director of Nursing, Student Health Services.

### **Procedures for Employees, including Graduate Assistants**

Employees planning to breastfeed or express milk at UConn are responsible for requesting and arranging appropriate and reasonable break times for lactation purposes. Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee's needs. Both the employee and supervisor are encouraged to contact Human Resources for assistance.

### **Procedures for Supervisors**

Under the Affordable Care Act, employers are required to provide a reasonable amount of break time to express milk as frequently as needed. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Typically, a nursing mother will need 20-30 minutes, 2-3 times per day, but it will vary over time and by the individual.

Breastfeeding employees will be allowed a reasonable amount of break time to breastfeed and/or express milk during work hours which, if possible, shall run concurrently with normal break and meal periods. Time allowed in excess of the normal break and meal periods should be covered preferably by a flexible work arrangement. Breastfeeding employees should work with their supervisors to establish mutually convenient times. The employee may request a flexible work schedule that provides them time to travel to and breastfeed the child. Such arrangements are encouraged as long as the University's work needs can be efficiently and effectively met.

In the absence of a designated lactation area in the building, supervisors who receive a lactation accommodation request should review with the breastfeeding employee available space in their department/unit and be prepared to assist with identifying suitable accommodations, no more than five minutes away. An employee may express breast milk in their work area, including their office, as long as it meets the requirements of a lactation area.

Upon notification by an employee of a need to express milk and/or breastfeed in the workplace, supervisors should advise them of the resources available on the Work/Life Connections website at <http://hr.uconn.edu/worklife/>. Supervisors also are encouraged to contact Human Resources for assistance.

## **Lactation Facilities**

The lactation areas on UConn campuses are available for use by UConn employees, students and visitors to campus. See <http://hr.uconn.edu/worklife/>.

Reasonable lactation accommodation must fall within these parameters: A clean, private (the ability to be shielded from view and free from intrusion), comfortable space, electrical outlet, chair, table for breast pump, and access to clean running water. A toilet stall is not considered an appropriate space for lactation purposes and would not be in compliance with the Affordable Care Act or this policy.

An employee or student may express breast milk in their private work area or study area or other location if it meets the above requirements.

The University is not responsible for the integrity or security of breast milk stored in any refrigerator on campus. Employees must provide their own containers for storage of expressed milk while on campus. Employees should check with their supervisor to determine if there is a refrigerator available near their work area where breast milk may be stored. If there is not refrigerator available, employees must provide their own means to store and keep the milk cool.

The University will make every effort to incorporate space that could serve as a lactation room in new buildings, modeled on American Institute of Architects best practices regarding lactation spaces.

## **Resources and Support Services**

The university maintains a website with information and resources that supports employees and students desire to continue breastfeeding upon returning to work and studies after having a child. That website is located at: <http://hr.uconn.edu/worklife/>.

The university will maintain a list of locations on all UConn campus that are designated as lactation areas, and contact information for how to access the rooms.

## **Contacts:**

Employees with questions regarding the UConn Breastfeeding and Lactation Support Program Policy or other work-life balance personnel policies, should contact the Department of Human Resources at [hr@uconn.edu](mailto:hr@uconn.edu), (860) 486-3034.

Students who have questions regarding access and use of the lactation facilities or would like general information about breastfeeding in the workplace and other work-life balance topics may contact Student Health Services at (860) 486-0765.

If any breastfeeding individual believes they have been denied appropriate accommodation pursuant to this policy, that person may contact the Office of Institutional Equity at [equity@uconn.edu](mailto:equity@uconn.edu); (860) 486-2943.

**Related Policies**

Policy Against Discrimination, Harassment, and Related Interpersonal Violence  
Children in the Workplace