



## **Workplace Accommodations for Lactation and Breastfeeding**

### **Purpose**

The university is committed to providing and promoting a work environment that is supportive of nursing mothers. The university will provide reasonable accommodations for employees for the purposes of expressing breast milk during the workday. Human resources will oversee the accommodation process.

### **Persons Affected**

Nursing mothers that are employees of the university are affected by this policy.

### **Definition**

**Employee:** An individual who is employed full-time, part-time, or in a temporary capacity as faculty or staff, or who is required to be a student as a condition of employment.

**Breastfeeding and Lactation:** these terms are used interchangeably and intended to include pumping or expressing milk, as well as nursing directly from the breast.

### **Policy**

Nursing mothers may take a reasonable amount of break time as needed for the expression of breast milk. The frequency and duration of these breaks may vary as determined by the needs of the mother. Ideally, this break time will run concurrently with an employee's paid break time. Supervisors will make separate or additional time available if it is not feasible for the lactation time to correspond with regular breaks. The additional time may be unpaid. If needed or desired, vacation time, compensatory time, or flexible scheduling may be used for this accommodation. If leave balances are used or if the time is unpaid, this time may count towards an employee's family and medical leave (FMLA) entitlement.

### **Procedures**

#### **A. Designated Areas**

The university will provide appropriate and accessible space for employees to breastfeed or express milk in private. This location may be the employee's regularly assigned workspace if there is adequate privacy to perform the activity. The location provided must be shielded from view and free from intrusion from other employees and the public. Areas such as restrooms or open cubicles are not considered appropriate spaces for the university to provide under this policy.

SFA is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in



closed containers, and regardless of the method of storage, bring such milk home or dispose appropriately.

#### B. Responsibilities

Supervisors may not deny a lactating employee the right to express milk during the workday and should ensure that accommodations are administered consistently, equitably, and fairly.

Employees are to plan and organize their time to meet the job responsibilities established by their supervisor. Employees are expected to complete or account for the required number of work hours in their respective workweek, unless otherwise agreed to by their supervisor or limited by their healthcare provider. Employees are to notify their supervisor of any changes needed to the agreed upon schedule in advance.

#### C. Retaliation

An employee may not be discriminated against, harassed, or otherwise retaliated against for asserting their right to express breastmilk.

### **Related Statues or Regulations, Rules, Policies, or Standards**

Tex. Gov't Code §§ 619.001 - .006

### **Responsible Executive**

Vice President for Finance and Administration, Director of Human Resources

### **Forms**

None

### **Revision History**

September 1, 2023 (original)