



5717 Corbett Hall  
Orono, Maine 04469-5703  
Fax: 207-581-1548  
Tel: 207-581-1581  
[umaine.edu/hr](http://umaine.edu/hr)

## **University of Maine Breastfeeding and Lactation Support Policy**

**NOTE: Students needing/requesting breastfeeding and/or lactation support should contact the Division of Student Life, 315 Memorial Union, 207-581-1406.**

**Date:** February 5, 2020

### **Purpose:**

The University of Maine recognizes the importance and benefits of breastfeeding for both employees and their infants, and of a family-friendly work and study environment. Further, Maine law and the federal Affordable Care Act provide for the needs of nursing employees. By implementing this breastfeeding and lactation support policy, the University is working to create an environment conducive to working and learning and attuned to both professional and personal needs.

### **Applicable To:**

All University of Maine faculty and staff.

### **Responsibility:**

All University supervisors are responsible for being aware of the policy and working with relevant employees to schedule mutually convenient lactation times and locations.

### **Policy:**

Employees may breastfeed their children in any place open to the public on campus. The University also makes reasonable efforts to provide sanitary and private space, other than a bathroom, to be used as a lactation room in close proximity to the work area for employees who are breastfeeding. Supervisors in non-academic and academic units or departments shall work with employees who are breastfeeding to provide for reasonable and flexible break times and locations each day for this activity.

#### **1. Lactation Breaks:**

- a.** Whenever possible, the University shall provide flexibility for staff and faculty employees who give their supervisor adequate notice identifying a need for lactation support/time and facilities.

- b.** Employees are asked to notify their supervisor for lactation support prior to or during their leave of absence, preferably no later than two weeks before returning to work, to ensure that appropriate space is found that meets the needs of the mother and abides by federal and state law.
- c.** The use of lunch and break times are encouraged when possible to minimize potential disruption keeping in mind that non-exempt and exempt employees have different work schedule expectations.
- d.** Alternatively, the University shall make separate time available if the use of lunch and paid break times are not reasonable. Flexible scheduling, sick time, vacation time, or compensatory time may be used. The employee may also choose to take unpaid lactation breaks.
- e.** Employee and supervisor should work together to establish and schedule mutually convenient times to minimize disruption of University operations or services from providing lactation time.
- f.** Consistent with the University's efforts to recognize the importance of supporting the needs of working caregivers, supervisors shall respond effectively and positively to employee requests for lactation support and facilities. Additionally, there are no negative consequences to employees who avail themselves of this policy's provisions.

## **2. Lactation Facilities:**

- a.** The University shall make reasonable efforts to provide sanitary and private facilities in close proximity to their work area for employees to breastfeed and/or to express breast milk.
- b.** The location may be the place an employee normally works if there is adequate privacy, cleanliness, and that location is acceptable to the employee.
- c.** Areas such as private offices or conference rooms with lockable doors could qualify as appropriate spaces for lactation purposes.
- d.** Bathrooms are not appropriate spaces for lactation purposes, unless the bathroom is equipped with a separate, designated room for lactation purposes.

## **3. Recommended Process:**

- a.** Employee completes a Lactation Accommodation Request form. Form will include information on the University's dedicated lactation rooms and the lactation webpage.

- b.** Supervisors shall review available space in their unit or department and provide appropriate nearby space and break time upon a request for lactation support and facilities.
- c.** Completed and signed Lactation Accommodation Request forms will be sent to Human Resources by the supervisor.
- d.** The unit's assigned Human Resources Partner will reach out to employees via email regarding lactation resources.
- e.** If the employee wishes to use a designated lactation room, they are listed at <insert lactation webpage here>. Included are instructions for scheduling each room, descriptions of each lactation room, what, if any, pumping equipment is available, and whether provisions for the appropriate storage of breast milk are provided.
- f.** If an employee is not able to use a designated lactation room and indicates on the Lactation Accommodation Request form a desire to have a temporary accommodation for breastfeeding and/or expressing breast milk, Human Resources will review the request and initiate the process to establish a temporary accommodation.
- g.** Employees who are breastfeeding or expressing milk are responsible for any spot cleaning of the lactation facility upon completion of breastfeeding and/or expressing milk.
- h.** If an employee has comments, concerns, or questions regarding the University of Maine Breastfeeding and Lactation Support Policy, other work-life balance personnel policies, and/or believe they have been denied appropriate accommodation, they should contact the Office of Human Resources.