



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-EMP-61

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**Title:** Worksite Lactation Policy

**Description:** The University of Central Oklahoma adopts this policy to support the health and well-being of employees and their children by providing a workplace that supports the decision of an employee to breastfeed.

**Category:** Human Resources

**Applies to:** Staff, Faculty, student workers, interns, eligible covered dependents

**Contact:** [Human Resources](#)

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**Purpose:** This policy states the practices to be followed to ensure that employees who wish to breastfeed are not unlawfully discriminated against on the basis of that decision.

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**Policy  
Statement:**

- I. Eligibility
  - A. Upon return to work after the birth of a child, breastfeeding employees are allowed reasonable time to express milk during work hours.
  - B. These accommodations will apply to all breastfeeding employees regardless of payroll status; exempt (salaried) and non-exempt (hourly-paid) employees.
  
- II. Responsibilities
  - A. Employees

The employee is responsible for requesting and arranging with their supervisor appropriate and reasonable break times or flexible scheduling for expressing milk. Employee must provide their own pump, adapter, and accessories as well as a small cooler.
  - B. Supervisors

The supervisor is responsible for providing reasonable break times each day for employees wishing to express breast milk. The supervisor shall assist in providing a positive atmosphere of support for breastfeeding employees. Supervisors who are made aware of an employee's pregnancy shall direct the employee to contact Benefits or Employee Relations for more information.
  
- III. Break Guidelines
  - A. The University policy on work breaks states that employees are allowed a maximum of two daily breaks of no more than fifteen minutes each if they are required to stay at their workstation at all times. The length of the breaks for breastfeeding is dependent on the amount of travel time to/from the room to be used, typically 20-30 minutes (including travel time to and from designated lactation rooms).
  - B. Time spent beyond the break schedule outlined above will be considered unpaid. However, supervisors will make a good faith effort to make arrangements with the employee to make up time that may be needed beyond the normal break schedule, or to use available paid leave in accordance with University policies.

IV. Accommodation to Breastfeed

The University has designated both primary and secondary lactation rooms available for use.

A. Primary lactation rooms serve the sole purpose of existing for employees in need of a private location to express breast milk or to breastfeed their child who may visit during work hours. These rooms exceed the basic requirements set forth in Oklahoma state law and the Patient Protection and Affordable Care Act (PPACA).

B. Secondary lactation rooms serve a primary business purpose for the University, but have been identified as fulfilling the basic requirements of a lactation room and can be reserved by lactating employees in order to express breast milk or to breastfeed their child who may visit during work hours.

C. If employees prefer, they may also express milk in their own private office.

D. Refrigerators for safe storage of expressed milk are available for employee use during normal business hours and are located within Human Resources offices ADM 204 and NUC 317D. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a refrigerator/freezer on campus that they have reasonable access to use. Employees will be required to provide their own containers, clearly labeled with name and date.

V. Breastfeeding Environment

Because employees breastfeeding their children need ongoing support in the worksite to achieve their breastfeeding goals, it is the policy of the University of Central Oklahoma that an environment supportive of breastfeeding is maintained, and breastfeeding promotion information is provided to employees.

A. Notification about the Worksite Lactation Policy will occur within New Employee Training, appropriate supervisory training classes, and will be available on the Human Resources website.

B. Employees will again be made aware of accommodations and resources related to breastfeeding in the workplace when they inform the Benefits Department of their pregnancy or of a qualifying event due to a partner's pregnancy.

C. A "Back-To-Work" consultation is available for employees who plan to breastfeed and employees whose partner plans to breastfeed. This consultation will provide information to promote a successful transition while continuing to breastfeed. Employees can request this consultation by contacting Employee Relations.

D. Employees who plan to or who are breastfeeding and employees whose partner plans to or is breastfeeding may obtain information regarding breastfeeding support resources, including local resources and benefits provided by the University, from Human Resources by contacting Employee Relations or Benefits.

**Legal Citation:** Fair Labor Standards Act, 27 U.S.C. §207(r), as amended by the Patient Protection and Affordable Care Act, 42 U.S.C. §18001 et. seq. (2010); 40 O.S. §435.

**Keywords:** lactation, breastfeeding, pregnancy