

## CORPORATE POLICY

**SUBJECT: Lactation Accommodations**

**CATEGORY: Human Resources**

**ORIGINAL DATE: August 17, 2011**

**REVIEWED DATE: November 28, 2017**

**REVISION DATE: November 28, 2017**

### I. **POLICY:**

The Lake County Health Department and Community Health Center (LCHD/CHC), in accordance with the Nursing Mothers in the Workplace Act (820 ILCS 260), is required to provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant. In assessing the reasonableness of break time, the agency will take into consideration all steps necessary to express breast milk, not merely the time required to express the milk itself.

The agency will work with each nursing mother to determine a reasonable break schedule, considering factors such as the nature of the job, available break times, availability of suitable break areas (if more than one nursing mother needs space), and the needs of the nursing mother, in addition to the other factors listed above. The amount of time provided, and the number of breaks needed will be determined on an individual basis.

### II. **SCOPE:**

All Lake County Health Department and Community Health Center employees.

### III. **PROCEDURE:**

- A. When preparing to return to work from maternity leave the employee will inform their supervisor of the need for lactation accommodations. Lactation accommodations can be utilized up to one year after the child's birth.
- B. Reasonable unpaid break time will be allotted each day for expression of breast milk. The act of expressing breast milk typically takes about 15 to 20 minutes, but other factors will affect the reasonable break time duration. These factors include the location of the space and the amenities nearby (proximity to the work area, availability of a sink for washing hands and cleaning pump attachments, access to electricity to plug in an electric pump, location of refrigerator or personal storage for the milk, etc.).
- C. Employee will provide approximate time(s) of the day, length of time and frequency needed for each session to her supervisor. This will allow planning for program coverage, if needed. Typically, a nursing mother will need breaks to express milk 2-3 times during an eight-hour shift.
- D. Reasonable efforts should be made to provide a room or other location near the employee's work area, other than a toilet stall, where an employee can express her milk in privacy.
- E. An employee's right to express milk for a nursing child includes the ability to safely store the milk. If refrigeration facilities are not available, the agency will allow a nursing mother to bring a pump and insulated container for storing the milk, and ensure there is a safe place where she can store the pump and container.

## CORPORATE POLICY

**IV. REFERENCES:**

Nursing Mothers in the Workplace Act (820 ILCS 260)

**V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

**VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_