

## **CORPORATE POLICY**

**SUBJECT: Lactation Accommodations**

**CATEGORY: Human Resources**

**ORIGINAL DATE: August 17, 2011**

**REVIEWED DATE: September 28, 2018**

**REVISION DATE: October 24, 2018**

### **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), provides reasonable paid break time 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.

LCHD/CHC will work with each nursing mother to determine a reasonable break schedule, taking in to consideration the nature of the employee's job, normal break times, location of break areas and other needs of the nursing mother.

The amount of time provided, and the number of breaks needed will be determined on an individual basis. Lactation accommodations can be utilized for up to one year after the child's birth.

### **II. SCOPE:**

All Lake County Health Department and Community Health Center employees.

### **III. PROCEDURE:**

- A. When preparing to return to work from maternity leave, employees should inform their supervisor of the need for lactation accommodations, the approximate number of times per day and at what time(s) accommodations will be needed, and the length of each session. This will aide in planning for program coverage, if needed.
- B. Reasonable break times will be allotted each day for expression of breast milk. Typically, nursing mothers need two or three breaks of about 15-20 minutes during an eight-hour shift for expressing milk. However, other factors may affect the duration of the reasonable break time; such as the location of the space and the nearby amenities (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. Reasonable efforts should be made to provide a room or location other than a toilet stall, near the employee's work area where she can express her milk in privacy.
- D. 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 safe and secure location in which she can place them.

### **IV. REFERENCES:**

Nursing Mothers in the Workplace Act (820 ILCS 260)

## **CORPORATE POLICY**

**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: \_\_\_\_\_