

Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Laura Jeffrey Academy provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

Laura Jeffrey Academy subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training and annually through review of the Personnel Manual.

Company Responsibilities: Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times.
- **A Place to Express Milk:** The Staff Wellness and Lactation Room, a private room (not a toilet stall or restroom) is available for employees to breastfeed or express milk. This room will be private and sanitary, and has an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with Leadership Team. Expressed milk can be stored in the refrigerator located in the Staff Wellness & Lactation Room.
- **Education:** Informational materials regarding prenatal and postpartum breastfeeding classes are available for all mothers and fathers, as well as their partners.
- **Staff Support:** Leadership Team is responsible for alerting pregnant and breastfeeding employees about Laura Jeffrey Academy's lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

- **Communication with Supervisors:** Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.
- **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.
- **Milk Storage:** Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk.
- **Use of Break Times to Express Milk:** When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.