

# Worksite Lactation Policy

---

## **I. INTRODUCTION**

Goucher College provides a supportive environment to enable lactating employees to express their milk during business hours.

## **II. LACTATION ROOMS**

Goucher College has designated a private and sanitary location on campus so that employees may express their milk during business hours. The designated lactation room is located in the Rosenberg Gallery, room 201C. The lactation room provides an electrical outlet, comfortable chair, and nearby access to hot running water and soap. Lactating employees are responsible for keeping the general lactation room clean for the next user. If employees prefer, they may also express their milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

## **III. REASONABLE BREAK TIMES**

For one year after their child's birth, employees shall be granted flexible and reasonable breaks, using their normal break periods and mealtimes, to accommodate milk expression. For time that may be needed beyond the usual break periods, employees may make up the time as negotiated with their supervisors. Goucher will not deny a covered employee a needed break to express milk.

Employees will be completely relieved from duty during break times taken to express milk. Employees who wish to express milk during business hours should, in each instance, inform their supervisor in advance – to the extent practicable – so that appropriate accommodations can be made to satisfy the needs of both the employee and the department, and to the extent possible, avoid the need for the employee to express milk during regular work duties. In the event that an employee expresses milk and is not relieved from duty, they will be compensated for such time.

Employees will not be retaliated against for exercising their right to take reasonable breaks to express milk under this policy or for exercising any other related right protected by law. Lactating parents who feel they have been denied appropriate accommodations are encouraged to contact the Office of Human Resources.

#### **IV. DISTRIBUTION OF POLICY**

The Worksite Lactation Policy shall be disseminated to new employees during orientation. Information about lactation support after returning to work shall also be provided to employees prior to their parental leave.

#### **V. CONTACT**

For more information or if you have questions about this policy, please contact the Office of Human Resources at [hr@goucher.edu](mailto:hr@goucher.edu).

#### **VI. HISTORY**

Adopted: 9/1/19. Updated: October 2022; June 2023.