

POL 04.25.07  
Lactation Support Policy for Employees

**Authority:** Chancellor

**History:**

- First Issued: January 30, 2018

**Related Policies:**

- [POL 04.05.05 - Children in the Workplace](#)
- [United States Department of Labor Wage and Hour Division](#)
- [United States Department of Labor Wage and Hour Division \(fact sheet\)](#)
- [State Human Resources Manual: Workplace Environment, Health, Wellness and Work/life, Section 8](#)

**Additional References:**

- [ComPsych Guidance Resources](#)
- [The Patient Protection and Affordable Care Act](#)

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## 1. PURPOSE

1.1 The purpose of this policy is to assist employees with the transition back to work following the birth of a child, by providing lactation support for nursing mothers. A lactation support policy allows a nursing mother to express breast milk in a private place and during reasonable work time. UNC Pembroke's commitment to work and life balance initiatives and the health and wellness of employees is reflected in this policy.

## 2. SCOPE

2.1 The policy applies to all SHRA (subject to the state human resources act) and EHRA (exempt from the state human resources act), faculty and non-faculty, temporary and student employees.

## 3. EMPLOYER RESPONSIBILITIES

3.1 The Office of Human Resources in coordination with campus departmental supervisors will provide space, privacy, and reasonable time for nursing mothers to express breast milk for up to one (1) year after the birth of a child. Both the employee and the supervisor should contact the Office of Human Resources for assistance and/or guidance, upon the employee's request, if necessary.

3.1.1 Space: Upon receipt of an employee's request, the supervisor will identify a designated private space that is not in a restroom or other common area, for the expression of breast milk for up to one (1) year after the birth of a child. The space should have a door that can be secured or

locked, adequate lighting, seating, and electrical outlets for pumping equipment. To the extent practicable, the space should be in proximity of the employee's work area and relatively close to a source of running water. In some cases, the employee's private office may be the designated space.

3.1.2 Time: An employee's supervisor shall provide reasonable break time for an employee to express breast milk for the nursing child for one (1) years after the birth of the employee's child. Supervisors may require the employee to use regularly scheduled break time or meal period to express breast milk. If time is needed beyond the regularly scheduled paid break times or meal period, supervisors shall make reasonable efforts to allow employees to use paid leave, unpaid time, or make arrangements for a flexible work schedule for this purpose.

#### **4. EMPLOYEE RESPONSIBILITIES**

4.1 In order to facilitate the university's ability to provide reasonable break time and an adequate space, the nursing employee should give the supervisor as much advance notice as possible to allow the supervisor to accommodate the nursing employee's intent to take breaks during work time to express breast milk. The employee will be responsible for storage of the breast milk, for their own expressing equipment, supplies, and personal belongings.