


ADMINISTRATIVE PROCEDURE MANUAL		
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PRIVACY (LACTATION) ROOMS	03-0901	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE ADOPTED	
6Hx7-3.45 Benefits Program	October 25, 2017	

## Purpose

The purpose of this procedure is to outline the process for providing nursing mothers with a private place to express breast milk for her nursing child up to one (1) year after the child's birth. This procedure provides guidance for compliance with all applicable laws and regulations.

## Procedure

- A. Nursing mothers shall be provided a place to express breast milk. The location provided will be a private, functional space. A bathroom or maintenance storage closet, even if private, is not a permissible location. The space must also be shielded from view and free from intrusion from staff and the public.
  1. The space must at a minimum provide:
    - a. Door that locks,
    - b. Covering for any window(s),
    - c. A chair,
    - d. A table or desk,
    - e. An easily accessible electrical outlet,
    - f. Paper towels,
    - g. Hand sanitizer,
    - h. Trash can, and
    - i. Antibacterial wipes
- B. Each campus/center shall develop and provide a scheduling process for nursing mothers to reserve use of the identified space. Those using the space are responsible for ensuring that the area is clean and ready for the next user.
- C. Each user must complete and sign a [Lactation Room User Agreement](#). Once approved, the signed form should be forwarded to the Human Resources, Employee Relations office, at [emprelations@fscj.edu](mailto:emprelations@fscj.edu).
- D. Employees
  1. Prior to returning to work, an employee must submit a written request to their supervisor using the [Nursing Mother Accommodation Request Form](#). Once approved, the signed request form should be forwarded to the Human Resources, Employee Relations office, at [emprelations@fscj.edu](mailto:emprelations@fscj.edu). The accommodation shall be available up to one (1) year following the child's birth. Supervisors who receive an accommodation request should consult their site administrator to identify an available private space and process for scheduling. Employees may use their private offices for milk expression.

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2. Employees shall be provided reasonable breaks to accommodate milk expression. Employees and their supervisors are expected to work together to develop a flexible schedule to accommodate the need for lactation breaks. The employee is responsible for maintaining their designated hours for the workweek. If the employee uses time other than a regularly scheduled break (ex. lunch) then the employee will be required to:

- a. make up that time during the same work day;
- b. use annual leave; or
- c. take leave without pay during that period of time.

Lactation breaks are unpaid.

3. The employee is responsible for any equipment and supplies needed for the expression and storage of milk.

**E. Students**

1. Students who need to utilize a space for pumping shall contact the site administrator to identify a private space and procedure for scheduling a time. Students shall give the campus reasonable advance notice before requesting use of a space.

F. Please note that this policy does not extend to permitting infants in the workplace.

REFERENCES: F.S. 1001.64, 1001.65, Fair Labor Standards Act of 1938, amended 2010 (29 U.S.C 207), Patient Protection and Affordable Care Act of 2010

Adopted Date: October 25, 2017