


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Health and Safety	
Effective Date:	02//2018	
Revised Date:		
Forms:		
Responsible: Direct Supervisor, Program Director		

Breastfeeding/Lactation Policy

Purpose

INCA Community Services supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

Policy

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby.

Procedures

Any employee who wishes to express breast milk during the workday needs to notify their direct supervisor who will inform the Program Director of such request. The Program Director will be responsible for ensuring the following:

- Reasonable break times will be established to allow the lactating mother appropriate time frames to express breast milk.
 - Employees are allotted two 15 minute breaks during the day, one in the morning and one in the afternoon.
 - Breaks of more than 20 minutes in length of time will be unpaid and will require the employee to deduct the time from their timesheet.
 - For time above and beyond normal lunch and breaks, sick/annual leave must be used.
- A temporary location will be established in the employees primary work building specifically for those who are breastfeeding.
 - The location will be shielded from view and free from intrusion.
 - The area will be clean, private, and comfortable with an electrical outlet, chair, table for breast pump, and nearby access to clean running water.
- A space in a refrigerated area will be made available to the employee.
 - Employees are required to label the breast milk stored in any refrigeration unit with the name of the employee and the date of expressing the breast milk.
 - Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.