



Loudoun County Government Administrative Policies and Procedures

Title: Lactation Support Program

Effective Date: 7/1/2016

Number: HR-42

Date Last Reviewed/Revised: N/A

Date of Next Review: 7/1/2018

PURPOSE: The purpose of this administrative policy is to establish formal procedures for administering the County’s lactation support program.

I. BACKGROUND

The Patient Protection and Affordable Care Act (“Affordable Care Act”) amended [section 7 of the Fair Labor Standards Act](#) (“FLSA”) in 2010, to include protection for breastfeeding employees. The amendment requires that employers provide breastfeeding employees with “reasonable break time” and a place, other than a bathroom, that is shielded from view and free from intrusion by co-workers and the public, which may be used by an employee to express breastmilk during the workday, up until the child’s first birthday.

II. POLICY STATEMENT

Loudoun County provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a County-wide lactation support program administered by the Department of Human Resources through the Wellness Program, which provides new mothers with support for their breastfeeding goals.

III. COVERED EMPLOYEES

All employees who are nursing a child under age one (1) and who choose to continue providing breast milk for their infants after returning to work.

IV. LACTATION SUPPORT

Covered employees will be accommodated for up to one year after the birth of the child to express milk while at work.

The lactation accommodation goals are to:

- Ease the transition of mothers who return to work following the birth of a child.
- Enable mothers to breastfeed after returning from the birth of a child.
- Ensure that women who are pregnant or considering pregnancy know that breastfeeding will be accommodated by the County.
- Increase productivity.

The lactation accommodation will provide:

Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal morning and afternoon breaks and lunch time for one year after the child's birth. In accordance with the County's Human Resources Handbook, as outlined in Chapter 4.2.05 and 4.2.06 respectively, employees who are scheduled to work at least five consecutive hours are provided with either a 30 minute or a 60 minute meal break without pay, and two other breaks of limited duration of 10 to 15 minutes during the workday. For extended time that may be needed beyond the usual break times, employees may use personal leave or discuss any arrangements with their supervisors to make up the time. Breaks to express milk as well as the duration of each break will likely vary however; a typical expression break should not last longer than 30 minutes.

A Place to Express Milk

A private room (not a bathroom), shall be available for employees to breastfeed or express milk. Loudoun County has designated a lactation room, located on the 4th floor of the Government Center, for this purpose.

Reserving the designated space at the Government Center:

- ◆ Obtain access to the shared Outlook calendar by contacting the Human Resources Reception Desk at 703-777-0213.
- ◆ To reserve the nursing lounge, access the shared Outlook calendar at: ROOM-GOVC-NURSING MOMS LOUNGE 4TH FL.
- ◆ To access the designated space, please request an access key card from HR's front counter staff.

Additional rules for use of the room and refrigerator storage are posted in the room.

Another designated lactation space within the County is located at the Administrative office of the Department of Parks, Recreation and Community Services (PRCS) on Ashbrook Place in Ashburn. To obtain access to this lactation space, an employee should contact the PRCS Front Desk at 703-777-0343.

Employees who are in need of a lactation accommodation are to work with their supervisors, HR Liaisons or the Employee Relations Team in the Department of Human Resources to determine how best to accommodate their needs while still accomplishing their job duties. Employees who are assigned to a worksite without a formal lactation room should contact their HR Liaison to

locate a private room that may be used to express milk. Privacy signs will be provided to the employee if a temporary space is used for lactation purposes.

Breastfeeding Equipment

The employee will use her personal electric or portable pump to express milk. A small refrigerator for storing milk is available in the designated space at the Government Center. (Refer to the Lactation Support Program brochure for insurance benefits and coverage for breastfeeding equipment available through the County's health insurance).

Staff Support

The Benefits Specialist/FMLA Coordinator or FMLASource (the County's FMLA vendor) will provide a copy of the lactation support brochure to all employees going on leave for the birth of a child.

Employees who are returning from a leave of absence due to the birth of a child and in need of a lactation accommodation may meet with their immediate supervisors or HR Liaisons after submitting a return to work form to discuss the lactation accommodation and create a plan for scheduling breaks to express milk. The meeting does not need to be face-to-face.

Supervisors are encouraged to inform pregnant and breastfeeding employees about the County's worksite lactation support program, as well as the policies and practices that will help facilitate each employee's lactation needs. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

V. EMPLOYEE RESPONSIBILITIES

Communication

Employees who wish to express milk during the work period shall keep supervisors informed of their needs in order to evaluate and provide the proper accommodations to satisfy the needs of both the employee and the County.

Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean. If a hospital grade pump is provided in the Nursing Moms Lounge, each employee who uses the pump is expected to use anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the nursing room clean for the next user. This responsibility extends to all 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 using designated or personal storage. A small refrigerator that is set at a temperature of 39 degrees Fahrenheit is reserved for the specific storage of breast milk and

available in the Nursing Moms Lounge at the Government Center. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date that breast milk was expressed. Any other products stored in the refrigerator may be disposed of. 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.

This policy remains in effect until revised or rescinded.