



XAVIER UNIVERSITY OF LOUISIANA
Office of the President

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XAVIER UNIVERSITY OF LOUISIANA
LACTATION ACCOMMODATION POLICY

POLICY

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Xavier University of Louisiana now provides a supportive environment to enable breastfeeding mothers to express their milk during work hours. This policy meets the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

Xavier University will support new mothers (faculty and staff), for up to one year after a child's birth, to take breaks to express breast milk for their nursing children. The University has designated a Lactation Room that will provide the mother privacy for this purpose. This Lactation Room is also available to students who are new mothers for up to one year after their child's birth.

LOCATION

Xavier has designated Room 305E in the University Center as the University's Lactation Room. This room can be used by nursing mothers for lactation purposes and contains a table, chair and electrical outlet. A washroom located nearby may be used by the mother as needed. This location is under the administrative responsibility of the Office for Student Health Services. To reserve the Lactation Room, mothers may contact the Office of Student Health Services' Administrative Assistant at extension 7358. If a new mother has a private office and prefers to use that office for lactation purposes, then she may do so, if it is agreeable with her Division Chairperson, Department Head, or Supervisor.

RESPONSIBILITIES OF NEW MOTHERS

An employee who wishes to express her breast milk during the workday must notify her Division Chairperson, Department Head, or Supervisor that she will need a break time for this purpose when she returns to work after the birth of her child. In addition, new mothers are to notify their Division Chairperson, Department Head, or Supervisor of the

amount of time and how often they may need to express their breast milk and when they leave their work area for this purpose.

Lactation breaks may be taken during regular break times or at a time mutually agreed upon by the mother and her Supervisor. Lunch breaks may be shortened to allow for these breaks, or the mother can make up the time used for these breaks during the same work day, take vacation leave for these hours, or take leave without pay for that period of time. The lactation breaks are not to exceed thirty minutes. Students are to schedule their lactation outside of their scheduled class time.

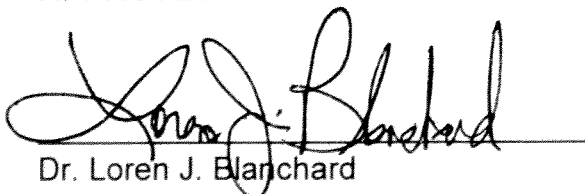
New mothers must provide their own breast pumps and their own clearly identified, leak-proof containers for storage of expressed milk while on campus. New mothers should check with their Division Chairperson, Department Head, or Supervisor to determine if there is a refrigerator available near their work area where storage of breast milk would be allowable. If there is no refrigerator readily available, new mothers should provide their own means to store and keep their milk cold. Please note that because of federal and state regulations, breast milk cannot be stored in refrigerators that are used to store lab specimens or medications.

New Mothers, who are faculty or staff, may contact the Office of Human Resources at extension 7537 if they have any questions regarding this policy.

New mothers, who are students, may contact the Office of Student Health Services at extension 7396 for any questions or concerns regarding this policy or room usage.

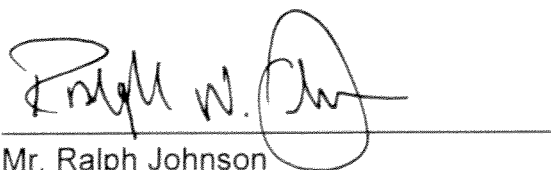
March, 2014

APPROVED BY:



Dr. Loren J. Blanchard
Provost/Senior Vice President
for Academic Affairs

3/14/14
Date



Mr. Ralph Johnson
Senior Vice President for Administration

3/14/14
Date