



**POLICY: Lactation Support**

<i>Original Implementation Date:</i>	10/2018	<i>Date Reviewed/ Revised:</i>	4/8/2020	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	3
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**PURPOSE:** In recognition of the well documented health advantages of breastfeeding for infants and mothers, Sun Health provides a supportive environment to enable breastfeeding team members to express their milk during work hours. This includes a company-wide lactation support program administered by Human Resources. Sun Health subscribes to the following worksite support policy. This policy shall be communicated to all current team members and included in new team member orientation training.

**POLICY:**

**Company Responsibilities:** Breastfeeding team members who choose to continue providing their milk for their infants after returning to work shall receive:

**Milk Expression Breaks:** Breastfeeding team members are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, team members may use personal leave or may make up the time as negotiated with their supervisors

**A Place to Express Milk:** A private room (not a toilet stall or restroom) shall be available for team members to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If the team member prefers, she may also breastfeed or express milk in her own private office, or in other comfortable locations agreed upon in consultation with the team member’s supervisor. Expressed milk can be stored in break room refrigerators or the team member’s personal cooler.

**Education:** Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers on the employee portal and in handout form.

**Staff Support:** Supervisors are responsible for alerting pregnant and breastfeeding team members about Sun Health’s worksite lactation support program, and for negotiating policies and practices that will help facilitate each team member’s infant feeding goals. It is expected that all team members will assist in providing a positive atmosphere of support for breastfeeding team members.

**Team Member Responsibilities**

**Communication with Supervisors:** Team members who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the team member and the company.

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**Maintenance of Milk Expression Areas:** Breastfeeding team members are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Team members are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Milk Storage:** Team members should label all milk expressed with their name and date collected so it is not inadvertently confused with another team member's milk. Each team member is responsible for proper storage of her milk using the break room refrigerator or her own personal cooler.

**Use of Break Times to Express Milk:** When more than one breastfeeding team member needs to use the designated lactation room, team members can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

**RELATED POLICIES OR REFERENCES:** *Sun Health Leave of Absence Guide.*