

Lactation Policy

POLICY STATEMENT

This policy defines requirements and procedures regarding lactation spaces and time for lactation, nursing, and expressing breast milk for employees.

REASON FOR THE POLICY

This policy outlines the rights and responsibilities of an employee who is requesting time and space for lactation, nursing, and expressing breast milk.

POLICY

Supervisors must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an hourly employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission need not be paid.

Employees must be provided with the use of a room or other location, other than a bathroom, in close proximity to their work area, shielded from view, and free from intrusion while they are expressing milk in private. This may include the place where the employee normally works if it otherwise meets the requirements.

If the space is utilized for other purposes, lactation must be given priority in the space. The lactation room or location must be safe, clean, and free from hazardous materials, as defined in [Labor Code section 6382](#), contain a surface to place a breast pump and personal items, contain a place to sit and have access to electricity or alternative devices, including but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump.

There are several pre-designated, secured lactation areas on campus that meet these requirements. For more information, please consult our [interactive campus map](#), [Rinker Health Sciences interactive campus map](#), or the [Human Resources website](#). To request access to these spaces for yourself, your employees, or guests visiting the campus for business reasons, please email a request to servicedesk@chapman.edu.

Access to a sink with running water must be provided in close proximity to the employee's workplace. Lastly, a refrigerator suitable for storing milk, in close proximity to the employee's workspace must also be provided. Human Resources can also provide electric plug-in cooler bags to the employee that meet this requirement if a refrigerator is not available. Please contact leaves@chapman.edu for further assistance.

If you are unsure if these requirements are being met, please contact leaves@chapman.edu with any questions or concerns.

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

(add once published)

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: **06.03.2024**

(signed)

President

PUBLICATION DATES:

Effective: **(add once published)**

RELATED MATERIALS:

Add links for campus maps, Human Resources Website, labor codes