

## Personnel

## Breastfeeding Employee Lactation Regulations

The Racine Unified School District supports employees who breastfeed their children by accommodating their needs to express breast milk during the work day. Therefore, the Racine Unified School District subscribes to the following:

1. **Notice** Prior to returning to work from maternity leave, the employee shall notify the building administrator/supervisor of her intent to continue breastfeeding and of her need to express breast milk during the day. It shall be the responsibility of the employee to keep the building administrator/supervisor informed of her needs in this regard throughout the period of lactation.
2. **A lactation room will be designated in each building.** The lactation room is provided as a private, lockable and sanitary place for breastfeeding employees to express their milk during the day. An employee who has provided the notice required under section 1, who wishes to use this room shall reserve the room by utilizing the reservation procedures put in place for that particular site. Additional rules for use of the room may be posted in the room. If applicable, an employee may use her private office area for breastfeeding or milk expression.
3. **Breastfeeding employees shall be provided time to accommodate milk expression.** Any employee who is breastfeeding her child will be provided reasonable break times to express milk. The time should not exceed normal time allowed for lunch and breaks. The building administrator or supervisor shall make accommodation in the event that the time of regular breaks needs to be adjusted or in the event that additional and/or longer breaks are needed. For time above and beyond normal lunch and breaks, leave time or unpaid time must be used.
4. **Employees should provide their own cooler packs to store expressed milk.** An employee may provide, however, her own small refrigerator for breast milk storage in her individual work areas with prior approval from the building administrator/supervisor.
5. **All employees are expected to provide support and respect the privacy of breastfeeding employees.** Realizing the importance of breastfeeding to the child, the employee and the District, staff should provide an atmosphere of support for breastfeeding employees.

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6. **Breastfeeding information will be displayed.** The Racine Unified School District will provide information relative to its lactation rooms to all pregnant and breastfeeding employees.

Legal Reference: 29 U.S.C. 207 (Section 4207)

Administrative Regulation adopted: January 28, 2013