

Policies of the University of North Texas System Administration	Chapter 03
03.906 Lactation Support	Human Resources

Policy Statement. It is the policy of the University of North Texas System Administration (System Administration) to assist employees with the transition back to work following the birth of a child by providing lactation support. The System Administration is committed to supporting employees who choose to breastfeed and shall make reasonable accommodations for the needs of employees who express breast milk periodically during the workday.

Application of Policy. All employees.

Definitions.

1. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity, or who is required to be a student as a condition of employment.

Procedures and Responsibilities.

I. **General Provisions.**

- A. Employees who wish to express breast milk during work hours are entitled to take reasonable breaks as frequently as needed.
- B. Break time specifically for this purpose does not have to be compensated as working time as long as the employee is completely relieved of work duties. However, if a department allows paid breaks for other purposes, an employee who uses that break time to express breast must be compensated in the same way that other employees are compensated for break time.
- C. A temporary or permanent space that is shielded from view, other than a bathroom, that has a door that locks, and is free from intrusion from coworkers and the public where an employee can express breast milk shall be provided. The space shall be furnished with a chair, table, and electric outlet to accommodate the employee and breast pumping equipment.
- D. With supervisor approval, an employee may use a designated work space or other locations suitable for the purpose of expressing breast milk.

II. Employee Responsibilities.

- A. Employees should communicate with supervisor regarding scheduling or other needs as far in advance as possible if planning to express breast milk while at work.
- B. Employees will be responsible for proper storage and removal of the expressed breast milk.

III. Supervisor Responsibilities.

- A. Supervisors shall provide a reasonable amount of break time for an employee to express breast milk, gather, clean, and store necessary equipment, and any necessary travel time to and from the location used to express breast milk each time the employee has the need to do so.
- B. A supervisor may not engage in conduct that can reasonably be described as adverse action against an employee, or otherwise discriminate against an employee, because the employee asserted rights under this policy. Adverse action may include but is not limited to employment actions including discipline, suspension, or termination of employment.

References and Cross-references.

Texas Government Code Chapter 619
Patient Protection and Affordable Care Act (PPACA)
FLSA 29 USC Section 207(r), 215(a)(3)

Forms and Tools.

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