

Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the Waupaca Area Public Library provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

The Waupaca Area Public Library subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Organization Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks**

Breastfeeding employees 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, employees may use personal leave or may make up the time as negotiated with their supervisors.

- **Space to Express Milk**

A private study room shall be available for employees to breastfeed or express milk. The room will be private, sanitary, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in employee breakroom refrigerator or in employee's personal cooler.

Employee Responsibilities

- **Communication with Supervisors**

Employees 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 employee and the company.

- **Maintenance of Breastfeeding Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees 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**

Each employee is responsible for proper storage of her milk using the Library Break Room refrigerator or a personal storage cooler.

- **Use of Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation space, employees can use the sign-in log provided in the Library Break Room to negotiate milk expression times that are most convenient or best meet their needs.

Originated and Approved by the Waupaca Library Board of Trustees December 19, 2018