

	MOREHOUSE SCHOOL OF MEDICINE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	POLICY NUMBER	6.05
		EFFECTIVE DATE	12-01-2015
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	<u>SUBJECT</u> LACTATION SUPPORT POLICY	SUPERSEDES	

PURPOSE

Morehouse School of Medicine ("MSM") recognizes the importance and benefits of breastfeeding for both mothers and their infants, and in promoting a family-friendly work environment. MSM will provide nursing mothers a reasonable amount of time to express breast milk for their infant children and appropriate private spaces to express milk that is in proximity to the work area in compliance with state and federal laws.

APPLICABILITY

All regular and temporary employees who may request a reasonable amount of time away from work to express breast milk for a period of 12 months following the birth of a child.

POLICY

It is the policy of MSM to strongly support and encourage the practice of breastfeeding by striving to accommodate the needs of employees by ensuring they are provided with adequate facilities for the expressing of milk for their children. MSM will assist working mothers with the transition back to work following the birth of a child by providing space, privacy, and a reasonable amount of time for nursing mothers to express milk during the work day.

GUIDELINES

A. Lactation Rooms

MSM provides designated private lactation rooms at the following locations:

- **MSM Campus, Hugh Gloster, 2nd Floor Lounge**
- **MSM Campus, Harris Building, Room 135**
- **Morehouse Healthcare, Howell Mill**
- **Morehouse Healthcare, Family Medicine**

Each room offers a clean, secure, and user-friendly environment for mothers who need to express breast milk during their work day. These lactation rooms provide chairs, tables, an electric outlet, a refrigerator or space for a cooler, and nearby access to a sink. Lactation room users are responsible for bringing their own equipment and cleaning up after each use and to maintain a clean room ready for the next user.

A small refrigerator reserved for the specific storage of breast milk is available in some lactation rooms. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all

responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

B. Time Away from Work

Supervisors should keep in mind that expressing breast milk may be a physical necessity for some mothers. Thus, supervisors should make every reasonable accommodation to support the needs of nursing mothers and be flexible in allowing nursing mothers to select appropriate times to utilize a lactation room on campus.

Employees who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

C. Questions

If you have questions about the Lactation Support Policy, contact the Office of Disability and Leave Services at (404) 756-5200.