

## **Lactation Policy**

### **POLICY STATEMENT:**

As part of our family-friendly policies and benefits, Keck Graduate Institute (KGI) supports employees by accommodating an employee who needs to express breast milk during the workday.

### **POLICY:**

Employees who are nursing may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's child. When possible, the break time for nonexempt employees for this purpose shall run concurrently with rest break.

For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. The Institute has designated a lactation room. It is located in building 517, Room 182A (First Floor), and is equipped with a chair, table, fridge, fan, and a convenient electrical outlet. All nursing employees have access to this locked, secure space and may request a key from Human Resources or Student Affairs. The time that it takes an employee to get to and from the lactation location or to and from a refrigerator and sink with running water, shall not be included as part of an employee's break time.

A small refrigerator reserved for the specific storage of breast milk is available. 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 nonconforming 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.

Breaks of more than 20 minutes in length (whether in combination with other breaks, or not), taken by non-exempt employees to express milk will be unpaid, and recorded on timesheets where appropriate.

The Institute will not tolerate discrimination or retaliation against employees who exercise their rights under this policy and complaints concerning a violation of such rights may be submitted to Human Resources or filed with the California Labor Commissioner.

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Employee's Name (Print)

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Employee's Signature

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Date