**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**NURSING MOTHERS (EMPLOYEES) BREASTFEEDING**

**POLICY AND PROCEDURE**

**POLICY:**

As part of our family friendly policies and benefits, Edwin Fair Community Mental Health Center, Inc. supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

**PROCEDURE:**

For up to one year following the birth of a child, any employee who is breastfeeding her child will be provided reasonable break times to express milk for her baby.

Many of our employees will have a private locking office and may prefer to use that space. Nursing mothers needing to reserve a room must submit their request at least 30 days before the need arises.

When this need arises, a clean private space (not a toilet stall or restroom) will be made available. This space will include a comfortable chair, electrical outlet and space for storing breast milk. If a small refrigerator is not available, the employee may bring in a small cooler or thermos. Any employee storing milk in a refrigerator, cooler or thermos assumes all responsibility for labeling the milk, for the safety of the milk, and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Employees who work offsite or in other locations will be accommodated with a private area as needed.

No job duties are required to be performed during this break time.