PURPOSE: To support mothers who wish to continue breastfeeding when they return to work.

POLICY:

RWJBarnabas Health (RWJBH) supports the rights of nursing mothers in the workplace and will continue to make the best effort to accommodate requests from nursing mothers for uncompensated time and to provide a private space to express breast milk during the work day.

PROCEDURE:

1. Responsibility of Employees:
   a. Upon return to work from a leave of absence, the nursing mother is required to notify Corporate Care/Employee Health Services of an accommodation to express breast milk as part of the return to work clearance process. A nursing mother's need for time off to express milk will be regarded as a request for a flexible work schedule.
   b. The nursing mother will be eligible for this accommodation for up to one (1) year after her child’s birth. During this time, the nursing mother may make reasonable requests for unpaid break time and/or use paid breaks or meal times in accordance with break time policies and procedures as needed and in coordination with the supervisor. Time needed to pump beyond the one (1) year will be accommodated under the same guidelines.

2. Supervisor Responsibilities:
   a. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse as well as her other efforts to do what she considers best for her baby.
   b. While the frequency of breaks needed to express breast milk as well as the duration of each break will often vary, supervisors are required to work with the employee to accommodate the their requests for the purpose of expressing breast milk during the workday.
   c. Supervisors are encouraged to work within facility policies regarding unpaid break time and/or the use of paid breaks or meal times and hours of work to accommodate employees who wish to express milk during the workday.

3. Space: The facility should designate a private area for nursing mothers to pump in order to maintain/build her milk supply and to provide breast milk for her infant. However, in the absence
of a designated nursing room, the facility will provide a private space, other than a bathroom, that can meet several key needs of a nursing mother. The space must:

- provide a clean and comfortable space with a chair and a table for the breast pump;
- be in close proximity to the employees work station;
- be equipped with an electrical outlet;
- provide privacy via a lock, screen or curtain with a sign outside the door; and
- provide easy access to a sink with running water and paper towels for the employee to wash her hands and clean the equipment.

4. Storage: Expressed breast milk:

- must be labeled and dated;
- cannot be stored in patient refrigerators; and
- if available, can be stored in a facility refrigerator.

Absent the availability of a facility refrigerator, as noted in 4.c., the nursing mother should be prepared to carry cold packs for personal storage of the expressed milk.