

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.2.35</b>		
<b>CHAPTER:</b> <b>Human Resources</b>	<b>ISSUED:</b> 10/16/23	<i>REV. A</i>	<i>REV. B</i>
<b>POLICY:</b> <b>Lactation</b>	PAGE 1 OF 3		

## **PURPOSE**

Creighton University has adopted this policy in support of lactating employees. Creighton recognizes the importance of supporting the expression of breast milk and breastfeeding while on campus. Creighton acknowledges the health benefits associated with breastfeeding and is committed to providing private and accessible lactation rooms available to its employees.

## **SCOPE**

This policy is applicable to all University employees who need to express breast milk while working for Creighton University.

## **DEFINITIONS**

Employee – For purposes of this policy, “employee” is defined as employed faculty, administrators, staff, and student workers.

## **POLICY**

1. Employees will be provided reasonable break times from work and/or class to express breast milk. Employees should coordinate time needed for lactation with their supervisor. Time needed beyond one year should be discussed accordingly. The University acknowledges the amount of time an individual will need to express breast milk may vary depending on the needs of the person, child and room location.
2. Under the Fair Labor Standards Act (FLSA) employees shall receive reasonable break times to express breast milk for a nursing child for one year after the child’s birth. Reasonable time used for expressing breast milk will be considered work time and employees will not be required to use paid leave, make up the time from work or adjust their start/end work schedule. It is considered reasonable to allow time off any time during the workday, including beyond a normal paid rest period or unpaid lunch break. The amount of time will vary depending on the needs of the person, child and room location.
3. Flexible work schedules may be considered by employees and supervisors to allow for adequate time to express breast milk.
4. Employees will be given reasonable accommodations on the Creighton University campuses to express breast milk.
  - a. Lactation rooms will be private, dedicated spaces that are accessible for use during regular building hours. These spaces will be shielded from view and free from intrusion. The room will have a chair and flat horizontal surface for lactation equipment.

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- b. Lactation rooms are available to employees, faculty (employed and non-employed), and students.
- c. Supervisors shall respond to lactation accommodation requests promptly and ensure that there are no negative consequences to nursing mothers who need lactation break times. Employees should contact the next level of supervisor or the Human Resources Department if their immediate supervisors do not allow reasonable breaks or if their unit does not make arrangements for appropriate and/or adequate space for lactation breaks.
  - a. Individuals intending to breastfeed are encouraged to visit lactation rooms available on campus. Individuals with a private office space or private space identified by their supervisor may also utilize alternate spaces on campus should these spaces fit their needs.
    - i. A list of lactation rooms can be found at:  
<https://my.creighton.edu/hr/resources/employee-resources/lactation-rooms>
  - b. Lactation rooms may be located near, but not in or accessed through bathrooms.
  - c. Rooms that require a key for entry should be clearly labeled with appropriate instruction for obtaining entry. Lactation rooms should be labeled with appropriate signage so that they are easy to find.
  - d. The person using the lactation space is responsible for bringing their own equipment and cleaning up the space after each use.
  - e. In the event multiple eligible persons need the same room at the same time, Human Resources and/or T9-CRC should be contacted to resolve such matters. Those offices will work together to find solutions that meet the needs of all affected persons.
  - f. The university is committed to identifying rooms that can be designated for lactation in new buildings and building renovations as part of the planning process.

## **ADMINISTRATION AND INTERPRETATIONS**

For guidance in interpreting and administering this policy, employees, faculty and supervisors may reference the Creighton Lactation page [Lactation Rooms | creighton-hr | Creighton University](#), contact the Human Resources Department (<https://www.creighton.edu/administration/human-resources>) or the Office of Title IX & Civil Rights Compliance (<https://www.creighton.edu/generalcounsel/title-ix-compliance>).

## **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

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