

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.99.99.M0.02 Workplace Lactation Program

*Approved December 20, 2007*

*Revised June 15, 2009*

*Revised November 22, 2011*

*Next Scheduled Review: November 22, 2016*

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### Reason for SAP

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Texas A&M University recognizes that maintaining a balance between work and family is necessary for optimized employee work performance. The university is committed to supporting employees who choose to breastfeed. To assist employees with challenges associated with workplace milk expression, and to comply with the Patient Protection and Affordable Care Act (PPACA), the university has implemented a Workplace Lactation Program.

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### Procedures and Responsibilities

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#### 1. Support for Workplace Lactation

1.1 Employees who wish to express milk during work hours are entitled to take reasonable breaks as frequently as needed for up to one year following the birth of the employee's child. Exceptions beyond one year should be discussed in advance with the supervisor.

1.1.1 Break time specifically for this purpose does not have to be compensated as working time as long as the employee is completely relieved of her work duties. However, if a department allows paid breaks for other purposes, an employee who uses that break time to express breast milk must be compensated in the same way that other employees are compensated for break time.

1.1.2 The frequency and amount of break time allowed to express breast milk may vary and will include the time required to gather, clean, store necessary equipment, and any necessary travel time to and from the location used to express milk (See Section 2).

1.2 Employees may work predetermined and approved variations of standard work schedules (reference University Rule 33.06.01.M1 and Standard Administrative Procedure 33.06.01.M0.03).

1.3 Supervisors are encouraged to support flexible work schedules to accommodate an employee's needs associated with milk expression. Assuming the department does not allow paid breaks, an example of a flexible schedule adjustment might include taking a 15-minute break in the morning and in the afternoon and a 30-minute lunch break; or by arriving fifteen minutes early to work and leaving fifteen minutes late. An example for a department that does allow two paid breaks of 15 minutes per day for all employees for any reason, a flexible schedule might be used to account for additional breaks an employee may need for milk expression beyond the standard amount of paid break time.

## 2. Provision of Facilities for Milk Expression

2.1 The university is committed to making available, when needed, to nursing mothers, temporary or permanent space that is shielded from view, has a door that locks, and is free from intrusion from coworkers and the public.

2.2 The space must have a place for the nursing mother to sit and a flat surface, other than the floor. The space cannot be a bathroom.

2.3 Preferably, the space will have an electrical outlet, sink with hot water within or nearby, refrigerator within or nearby, and space to store nursing equipment.

2.4 If the space is not dedicated to the nursing mother's use, it must be made available when needed.

2.5 With supervisor approval, an employee may use her designated work space or other locations suitable for the purpose of expressing milk.

## 3. Responsibilities

3.1 Supervisors shall:

3.1.1 Foster an environment consistent with the values expressed in Section 1 of this SAP,

3.1.2 Be familiar with the provisions of University Rule 33.06.01.M1 and Standard Administrative Procedure 33.06.01.M0.03 regarding Flexible Work Schedule,

3.1.3 Identify facilities appropriate for milk expression as outlined in Section 2 of this SAP, and

3.1.4 Discuss with an expectant mother her potential plans to express milk upon return to work. This will allow planning time to make adjustments as needed. The supervisor may delegate this responsibility to an appropriate female staff member.

3.2 Employees shall:

- 3.2.1 Communicate with the supervisor regarding scheduling or other needs as far in advance as possible if planning to express breast milk while at work; and
- 3.2.2 Comply with the provisions of Flexible Work Schedule agreements as established in University Rule 33.06.01.M1 and Standard Administrative Procedure 33.06.01.M0.03.

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**Related Policies, Regulations, or Rules**

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[University SAP 33.06.01.M0.03, Flexible Work Schedule Procedures](#)

Patient Protection and Affordable Care Act (PPACA)

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**Contact Office**

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[Human Resources](#)