

NURSING SERVICE GUIDELINES GENERAL

Guideline: **Supporting breastfeeding employees**



Policy Number Superseded:

Responsibility: Nursing Service
Administration

Effective Date:
January 20, 2026

Initial Effective Date:
October 2018

Purpose of Guidelines: UTMC subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included with new employee orientation materials.

Breastfeeding provides many advantages to the mother and her child. UTMC provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

UTMC Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- (A) **Milk Expression Breaks.** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and mealtimes. For time that may be needed beyond the usual break times, see supervisor.
- (B) **A Place to Express Milk.** Employees may utilize the breastfeeding/lactation room located in the main hospital 0254. Employees are encouraged to work with their supervisors to establish a normal schedule for which they will be pumping. If employees prefer, they may also breastfeed or pump in the privacy of their own office. Breastmilk that needs to be stored may be labeled, dated, and placed in the designated refrigerator in the breastfeeding/lactation room.

- (C) **Breastfeeding Equipment.** The breastfeeding/lactation room has the following: 2 hospital grade pumps for employee use, 2 recliners and ottomans, refrigerator, sink, bottle rack, water, hand sanitizer, sanitizing bags, and an Amazon Echo to listen to music for relaxation.
- (D) **Staff Support.** Supervisors are responsible for alerting pregnant and breastfeeding employees about the organization’s worksite lactation services. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

Communication with Supervisors. Employees who wish to express milk during work hours shall keep supervisors informed of their needs so that the appropriate accommodations can be made to satisfy the needs of both the employee and the organization.

Maintenance of Milk Expression Areas. Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and the area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Milk Storage. Employees should label all milk expressed with their name and date collected. Each employee is responsible for proper storage of her milk using the designated refrigerator in the Breastfeeding/Lactation room.

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