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# MODEL BREASTFEEDING POLICY

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Date of approval: \_\_\_\_\_  
Effective date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Supersedes: Policy# \_\_\_\_\_

### Purpose

In recognition of the well documented health advantages of breastfeeding for infants and mothers, [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ provides a supportive environment to enable breastfeeding employees to express their milk during workhours.

### Policy

In accordance with §§ 39-2-215 to 217, Montana Code Annotated, [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ supports and encourages the practice of breastfeeding, accommodates breastfeeding needs of employees, and provides adequate facilities for breastfeeding or the expression of milk for the employee's child as provided below. This policy includes a company-wide lactation support program administered by [NAME OF DEPARTMENT].

\_\_\_\_\_. [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ subscribes to the following worksite support policy. It is an unlawful, discriminatory practice to refuse to hire or employ, or to discharge or discriminate against an employee who breastfeeds or expresses milk in the workplace.

### Scope

The lactation support policy of [NAME OF FACILITY/ORGANIZATION \_\_\_\_\_] offers a supportive environment to all current and new employees who wish to express their milk during working hours and offers assistance to covered partners of male employees. This policy shall be communicated to all current employees and included in new employee orientation training.

## **Employer**

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

### **Milk Expression Breaks**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

## **A Place to Express Milk**

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored [in general company refrigerators/in designated refrigerators provided in the lactation room or other location/in employee's personal cooler\].Employer

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

### **Breastfeeding Equipment**

[NAME OF FACILITY/ORGANIZATION]\_\_\_\_\_ [provides/subsidizes/rents] electric breast pumps to assist breastfeeding employees with milk expression during work hours. The company provides [hospital grade pump that can be used by more than one employee/or portable personal use electric breast pump that the employee retains] throughout the course of breastfeeding for the employee.

[If using a standard hospital-grade pump, indicate whether the company provides/subsidizes personal attachment kit or where the employee can purchase the kit.]

[Indicate whether breast pumps are also available for partners of male employees.]

## **Education**

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.

## **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

## Employees

### Communication with Supervisors

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

### Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and 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 so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using [company provided refrigerator/personal storage coolers].

### Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

## Responsibilities

### Supervisors will:

- enumerate the work expectations of the employee;
- grant leave in accordance with applicable regulations;
- wherever feasible, the supervisor will refer families to a lactation support resource on an "as-needed" basis; and take appropriate action if an employee is found to be abusing this policy.

## Responsibilities

### The Lactation Consultant, if available, may provide:

- prenatal outreach/contact;
- consultation prior to the employees return to work;
- and consultation with the employee's spouse.

The employee will provide written notification to their immediate supervisor of their intent to breastfeed and express milk upon return to work, prior to taking maternity leave, or as soon as possible, post-delivery. The employee will:

- submit a leave request if the time for expressing milk exceeds the time allowed for a break period or lunch;
- notify the supervisor of any problems experienced with the facility or accommodation provided;
- and abide by the policy otherwise, they may jeopardize their participation.

**RESOURCES:**

- Montana State Breastfeeding Coalition,  
<https://www.mtbreastfeedingcoalition.com/>
- Centers for Disease Control and Prevention (CDC) Lactation Tool Kit: Healthier Worksite Initiative,  
<https://www.cdc.gov/breastfeeding/resources/toolkits.html>
- Indian Health Service Lactation Support Program,  
<https://www.ihs.gov/ihm/pc/part-4/p4c7/>
- Easy steps to support breastfeeding employees  
[https://www.womenshealth.gov/files/documents/bcfb\\_easy-steps-to-supporting-breastfeeding-employees.pdf](https://www.womenshealth.gov/files/documents/bcfb_easy-steps-to-supporting-breastfeeding-employees.pdf)

**For more resources or specific questions, please contact:**

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