

Title:	Lactation Policy
Source:	Employee Services
Prepared by:	System HR
Approved by:	Felicity O'Herron, Chief Human Resources Officer
Application:	System Administration
Effective Date:	February 1, 2023

II. Policy

1. Lactation onsite for Employees and Visitors

- a. The university recognizes that reasonable and appropriate adjustments should be considered and offered for employees who are lactating to optimize performance in the workplace, as applicable. As a result, the university endeavors to provide time, space and reasonable adjustments to the university's work to support employees who choose to breastfeed and/or express breastmilk.
- b. Employees and visitors planning to breastfeed or express breastmilk should reach out to System Human Resources to discuss reasonable break times or related requests. Visitors to the building anticipating a need to utilize a lactation room are encouraged to contact [System Human Resources](#) in advance of their visit to ensure a suitable space is available during their visit.
- c. Information about the location of our lactation room can be found [here](#).

2. Lactation Breaks

- a. Pursuant to state law, the university is required to provide employees reasonable break time to express breastmilk for a child for up to 2 years after the child's birth. As a general guideline, supervisors should anticipate that lactating employees may need up to three 20-minute paid breaks or two 30-minute paid breaks per workday for lactation. The employee or supervisor should contact System HR in conjunction with ADA Compliance within OIEC for an accommodation of adequate time to express breastmilk.

3. [Designated Lactation Spaces](#)

- a. The university currently offers a lactation room within the building at 1800 Grant Street to assist breastfeeding or lactating parents.

- b. This room provides a secure and sanitary area that may be used for breastfeeding or pumping breastmilk and is equipped with an electrical outlet, comfortable chair, table for breast pump, nearby access to clean running water, lock from inside, and, if a room has a window that needs to be covered to address privacy concerns, a window covering.
- c. The university is not responsible for the integrity or security of breastmilk stored in any refrigerator in the building and does not guarantee the safety of any storage method used.
 - i. Individuals expressing breast milk are expected to make their own arrangements for refrigeration, which includes, but is not limited to, the option to utilize refrigerators otherwise designated for employee use, or to bring their own refrigeration device to store breastmilk.
 - ii. Should an employee wish to bring their own refrigeration device to the building, they must receive approval from their supervisor or space authority, as applicable.
 - a. The ability to bring such a personal refrigeration device to the building is subject to the availability of adequate space and power. Even after such approval is obtained, the university assumes no responsibility for the device or its contents. The maximum size of a personal refrigeration device is no larger than 3.1 cubic feet.
 - iii. All individuals must provide their own containers for storage.
- d. Access to lactation spaces
 - i. See above, Section II, 1. c., d., &e.
 - ii. When the existing location is not accessible from a employee's work area, or the current demand for existing spaces makes as-needed pumping challenging, employees may contact System HR to identify a new temporary space, as needed.
- e. Number and location of lactation spaces in the building.
 - i. The University will conduct ongoing assessment of lactation space needs and availability as it adjusts to the hybrid work model.
- f. Cleaning and Sanitation
 - i. All lactation room users are expected to clean up after each use of a room. This is not only out of respect for the next user, but to prevent contamination and illness transmission. Each user should allow enough time, during each visit, to clean up after use. Custodial Services will also ensure spaces are cleaned as a part of their regular cleaning schedule.
- g. Scheduling

- i. Employees should reach out to systemhr@cu.edu for scheduling and code information.

4. Whom to Contact

- a. All individuals with questions regarding the university’s lactation resources may contact systemhr@cu.edu.
- b. All individuals with questions or concerns regarding discrimination based on pregnancy or parenting may contact the Case Resolutions team within OIEC through CUReport@colorado.edu.

5. Definitions

- a. “Breastfeeding person,” “chestfeeding” and “lactating person” are used interchangeably and intended to include any employee, or visitor who expresses breastmilk for the nourishment of their child.
- b. “Employees” includes, but is not limited to, staff, faculty, post-doctoral fellows, student employees, and contract workers.
- c. “Lactation room” refers to a place where a lactating parent can pump breast milk in private. Bathrooms are unacceptable as lactation rooms.
- d. “Visitors” includes all individuals visiting from campuses or otherwise unaffiliated with the university.