



Responsible Department: Human Resources
Recommended By: Vice Chancellor for Human Resources, Associate Vice Chancellor for Equal Opportunity and Title IX
Approved By: Chancellor

Policy Number
HRIC 3.50.010

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3/23/2022

I. INTRODUCTION

The University recognizes the health, family, and societal benefits of breastfeeding/chestfeeding children. It supports all students and employees who choose to continue breastfeeding/chestfeeding their children after they return to school or work, whether they be birth mothers, non-birth mothers, or transgender parents. The decision to continue to breastfeed when returning to school or work often depends upon the availability of a suitable place to pump or nurse and the time to do it. For these reasons, and in order to comply with federal and state law, the University provides lactation rooms and reasonable break periods for breastfeeding/chestfeeding.

II. POLICY OVERVIEW

A. Lactation on University Premises for Students and Employees.

1. The University provides time, space, and reasonable adjustments to the University's work or educational programs in order to support students and employees who choose to breastfeed and/or express human milk.
2. The University also recognizes that some pregnancy-related conditions may be protected under the Americans with Disabilities Act and amendments ("ADA"), entitling students and employees to request reasonable accommodations.

B. Pursuant to Colorado state law, the University is required to provide employees reasonable break time to express human milk for a child for up to 2 years after the child's birth. The University will provide lactating employees the option of three, 20-minute breaks per workday or two, 30-minute breaks per workday, which includes paid meal breaks.

C. The University shall make reasonable efforts to provide a lactation room in close proximity to work areas, other than a toilet stall, where an employee can express breast milk in privacy.

III. PROCESS OVERVIEW

- A. Employees planning to breastfeed and/or express human milk should reach out to their supervisor to discuss the use of paid break time (e.g., lunch) for this purpose. However, if such breaks are inadequate or impractical, supervisors must provide separate or extended paid time for lactation breaks.
- B. Some of the factors to consider in determining whether the time needed for a breastfeeding/chestfeeding employee to express milk is "reasonable" include:
 - 1. The time it takes to walk to and from the lactation room and the wait, if any, to use the space.
 - 2. Whether the employee will need to unpack and set up a pump or if a pump is provided in the space.
 - 3. The efficiency of the pump used to express milk (employees using different pumps may require more or less time).
 - 4. Whether there is a sink and running water nearby for the employee to use to wash hands before pumping and to clean the pump attachments when done expressing milk, or what additional steps will be needed to maintain the cleanliness of the pump attachments.
 - 5. The time it takes for the employee to store milk in a refrigerator or personal cooler.
- C. Students planning to breastfeed and/or express human milk should reach out to the [Office of Equal Opportunity and Title IX](#) to discuss reasonable break times or related requests for curricular adjustments.
- D. Designated Lactation Spaces
 - 1. The University currently offers lactation rooms throughout the campus to assist breastfeeding/chestfeeding or lactating parents. The campus Lactation Map can be found [here](#).
 - 2. These rooms provide a secure and sanitary area that may be used for breastfeeding/chestfeeding or pumping human milk and are equipped with an electrical outlet, 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 in order to address privacy concerns, a window covering will be provided.

3. Individuals expressing human milk are expected to make their own arrangements for refrigeration, which may include, but is not limited to:
 - a. the option to check out a mini refrigerator to store human milk through the University's Employee Wellbeing site (contact well@du.edu); or
 - b. utilize refrigerators otherwise designated for employee or student use. The University is not responsible for the integrity or security of human milk stored in any refrigerator on campus and does not guarantee the safety of any storage method used.
4. Students or employees who desire to leave their personal refrigeration devices on campus on an ongoing basis, in the lactation rooms or otherwise, may do so, but at their own risk. Employees and students must provide their own containers for storage.
5. When existing locations are not accessible from a breastfeeding/chestfeeding student's class/study area or an employee's work area, or the current demand for existing spaces makes as-needed pumping challenging, students or employees may contact well@du.edu to identify a new temporary space, as needed.

IV. DEFINITIONS

- A. **“Breastfeeding/chestfeeding” and “lactation”** are used interchangeably and intended to include pumping or expressing milk, as well as nursing directly from the breast.
- B. **“Lactation room”** is a comfortable, private room, other than a bathroom stall or locker room, containing a supportive chair, a table, an easily accessible electrical outlet, and a door that can be locked from the inside.

V. RESOURCES

- A. University Policy HRIC 3.10.030 – *Hours of Work*
- B. University of Denver [Disability Services Program](#)

Revision Effective Date	Purpose