

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL LACTATION AND BREASTFEEDING/CHESTFEEDING	
<u>Responsible Department:</u> Human Resources <u>Recommended By:</u> Vice Chancellor for Human Resources, Associate Vice Chancellor for Civil Rights and Equal Opportunity <u>Approved By:</u> Chancellor	<u>Policy Number</u> HRIC 3.50.010	<u>Effective Date</u> 11/7/2025

I. INTRODUCTION

The University recognizes the health, family, and societal benefits of breastfeeding/chestfeeding children. The University 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/chestfeed 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. The University provides time, space, and reasonable adjustments to the University's work or educational programs to support students and employees who choose to breastfeed/chestfeed and/or express human milk.
- B. The University also recognizes that students and employees may request reasonable accommodations for pregnancy-related conditions that are protected under the Americans with Disabilities Act ("ADA").
- C. Pursuant to federal law, the University is required to provide employees reasonable break time to express human milk for a child for up to one (1) year after the child's birth; under Colorado law, this requirement lasts for up to two (2) years after the child's birth. The University will provide break time each time an employee has a need to express milk understanding that the frequency and duration of breaks needed to express milk will likely vary based on the needs of the employee and the child. Employees who are working remotely are eligible to take such breaks on the same basis as employees who are not working remotely. During such breaks, the University will relieve an employee completely from duty or the University will pay the employee for the break time.

- D. The University shall make reasonable efforts to provide a lactation room (as defined below) in close proximity to work areas.

III. PROCESS OVERVIEW

- A. Employees planning to breastfeed/chestfeed and/or express human milk should reach out to their supervisor to discuss the use of paid break time 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, recognizing that 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. How often the employee needs to express milk, the time it takes for the employee to do so, and the needs of the child.
 - 6. The time it takes for the employee to store milk in a refrigerator or personal cooler.
- C. Students planning to breastfeed/chestfeed and/or express human milk should contact the [Office of Civil Rights and Equal Opportunity](#) to discuss reasonable break times or related requests for curricular adjustments.
- D. Designated Lactation Rooms
 - 1. The University currently offers lactation rooms throughout the campus to assist with breastfeeding/chestfeeding or expressing of human milk. These location are identified on the [Campus Lactation Map](#).
 - 2. These lactation rooms are intended to provide a secure and sanitary area that may be used for breastfeeding/chestfeeding or expressing human

milk.

3. Individuals expressing human milk are expected to provide their own containers for storage and make their own arrangements for refrigeration, which may include, but are not limited to:
 - a. the option to check out a mini refrigerator to store human milk through Human Resources & Inclusive Community's [Pregnancy, Lactation Rooms, and Family Resources](#) website (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. An individual may contact the [Department of Campus Safety](#) regarding any missing stored milk.

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.
5. When existing lactation rooms are not accessible from a breastfeeding/chestfeeding student's class/study area or an employee's work area, or the current demand for existing lactation rooms makes as-needed accessibility a challenge, students or employees may contact well@du.edu to report the need for identification of a new lactation room or temporary space, as applicable.

III. 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/chest.
- B. **“Lactation room”** is a place, other than a bathroom, that is shielded from view and free from intrusion and that contains a supportive chair, a table, an easily accessible electrical outlet, and a door that can be locked from the inside. If a lactation room has a window that needs to be covered in order to address privacy concerns, the University will provide a window covering.

IV. RESOURCES

- A. Federal [Providing Urgent Maternal Protections for Nursing Mothers Act \(PUMP Act\)](#)
- B. Colorado [Workplace Accommodation for Nursing Mothers Act](#), C.R.S. § 8-13.5-101

C. University Policy HRIC 3.10.030 – *Hours of Work*

D. [Human Resources & Inclusive Community Pregnancy, Lactation Rooms, and Family Resources](#)

E. [Office of Civil Rights and Equal Opportunity](#)

Revision Effective Date	Purpose
11/7/2023	Updates to align with PUMP Act
11/7/2025	Minor updates to titles and name of Office of Civil Rights and Equal Opportunity