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| Breastfeeding | **Last Revision:** | August 2017 |
| **Last Reviewed:** | June 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices * InteguHealth |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

### Breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infants and mother. In recognition of such health benefits, and in compliance with federal law which requires the provision of an unpaid, reasonable break time for an employee to express breast milk, the Company understands that breastfeeding employees need ongoing support in the workplace to be able to provide their milk for their babies, which is the purpose of this policy.

### POLICY

### Employees will be provided a place to breastfeed or express their milk. An employee lactation room will be provided as a private and sanitary place for breastfeeding employees to express their milk during work hours. This room provides an electrical outlet, comfortable chair and nearby access to running water. Employees may, of course, use their private office area for breastfeeding or milk expression, if they prefer.

### A refrigerator will be made available for safe storage of expressed breast milk. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.

### Employees will be provided flexible breaks to accommodate breastfeeding or milk expression. A breastfeeding employee will be provided a flexible schedule for breastfeeding or pumping to provide breast milk for her child. The time would not exceed the reasonable time allowed for lunch and breaks.

### For time above and beyond reasonable lunch and breaks, PTO/annual leave time must be used, or the employee can come in a little early or leave a little later to make up the time.

### Staff is expected to provide support for breastfeeding employees. Realizing the importance of breastfeeding to the infant, the mother, and the company, staff should provide an atmosphere of support for breastfeeding employees.

### PROCEDURE

1. Employee is to notify Talent Management of the need(s).
2. Talent Management, in partnership with the employee and employee’s manager, will determine accommodations that best meet the needs of the employee and the business.