

Related References

- › [Alternative \(Flexible\) Schedule Resources](#)
- › [The Affordable Care Act – Health Care Reform – March 2010](#)
- › [California Labor Code – Section 1030 - 1033](#)
- › [Room Usage and Program Participation Agreement Form](#)

Purpose

UCR is committed to providing a supportive environment that enables faculty and staff to express their milk in private, in an appropriate space, and in reasonable proximity to their work and study areas. This guideline is provided to assist in facilitating this commitment.

Procedure

Time off Requests

- › Nursing mothers wishing to express milk while at work should request and arrange with their supervisor appropriate and reasonable break times for lactation purposes. Supervisors should attempt to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee's needs.
 - › The typical need is for 2 – 3 times per day, lasting 20-30 minutes; however, the required time is impacted by individual needs and the proximity of a reasonable space for lactation; therefore, decisions should be made on a case by case basis.
 - › Break times for lactation purposes may run concurrently with any rest/meal break time already provided. Lactation break time beyond the regular rest/meal break time is unpaid.
- › An alternative (flexible) schedule may be an option to accommodate this leave time, while still allowing for business needs to be met.

Lactation Facilities

- › The University is required to provide a private, secure, and sanitary area for employees to express breast milk.
 - › The space must have an electrical outlet and must be in close proximity to the employee's work area.
 - › A toilet stall or a room lacking privacy and a locking door is not considered an appropriate space for lactation purposes.
 - › Appropriate locations would include the employee's own office, another private office not in use, or any available area with a locking door where the employee can have privacy from others for lactation purposes.
- › An employee may express breast milk in her work area or study area or other location if it meets the above requirements.

- › Faculty and staff also have the option of using the lactation rooms available on campus. To use designated lactation rooms, nursing mothers should complete the Room Usage and Program Participation Agreement Form and bring it to Human Resources to receive a key, which will allow access while the employee is breastfeeding. The two available lactation rooms are located at:

| Open to all faculty, staff and students | Restricted to staff assigned to these locations |
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| <ul style="list-style-type: none"> • Sproul Hall – Room 2113 | <ul style="list-style-type: none"> • Child Development Center (N) |
| <ul style="list-style-type: none"> • Pierce Hall – Room 2214 B | <ul style="list-style-type: none"> • UCOP IntelliCenter |
| <ul style="list-style-type: none"> • HR, University Village, Suite 208/Room A | <ul style="list-style-type: none"> • Center for Environment Research Technology (Ce-Cert) |
| <ul style="list-style-type: none"> • Surge – Room 338 | |

For further information and assistance, visit the [Lactation Accommodation Program Website](#).