

Except taken from USNH

Section V. Personnel Policies, University of New Hampshire

web site: <http://www.usnh.edu/olpm/UNH/V.Pers/D.htm>

5. Lactation Policy

5.1 Rationale. The University of New Hampshire in compliance with New Hampshire State law, [RSA 132:10-d](#): Breastfeeding in New Hampshire, and in support of the institution's family friendly initiatives, the university understands the importance and benefits of breastfeeding, and recognizes and respects the need to accommodate lactating mothers who choose to nurse or express breast milk upon their return to work, without discrimination.

5.2 Policy Statement. The University of New Hampshire will provide a workplace that supports a decision of an employee to breastfeed when she returns to work. This policy therefore seeks to accommodate the needs of employees within the context of the needs of the University and individual work units. The University will provide an employee reasonable, flexible time and will make reasonable efforts to provide a location to nurse or express breast milk during work hours. Additionally, it is the policy of the University of New Hampshire to prohibit discrimination and harassment of breastfeeding employees who exercise their rights under this policy.

5.3 Applicability of the Policy

5.3.1 All units of the University; and

5.3.2 University faculty, staff, graduate, research and teaching assistants

5.4 Procedures: Supervisor and Employee Responsibilities

5.4.1 The supervisor should be aware of the need to support employees who intend to breastfeed and should accommodate reasonable requests to meet this need.

5.4.2 The supervisor and employee will work together to develop a reasonable, flexible work schedule that is mutually convenient for the employee and the work unit. It may include such options as the use of break times to use a breast pump at work; flexible start and finish times; or allowing lunch and/or other breaks to coincide with lactation/breastfeeding needs. The time allowed will not exceed the standard time allowed for lunch and/or breaks. For time above and beyond standard lunch and breaks, PAT sick/annual leave or earned time/sick pool for OS must be used (see policy [USY V.A.12](#)), or the employee can come in earlier, leave later, or take a shorter lunch.

5.4.3 The supervisor will work with the employee to identify a suitable, private location to nurse or express milk. The room will have accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source. If there is adequate privacy, the room could include an employee's own office space or a lockable conference room. If such a room does not exist in the building that houses the work unit, arrangements will be made to allow the

employee to use one of the campus lactation rooms. The University's Lactation rooms may be accessed at <http://www.library.unh.edu/services/lactation.shtml>.

5.4.4 Decisions should be made on a case-by-case basis.

5.4.5 Employees and supervisors who have concerns or questions regarding the UNH Lactation Policy should contact the Office of Human Resources at (603) 862-0501 or (603) 862-3227 (TTY).

5.4.6 Employees who believe they have been denied appropriate accommodation or that this policy may have been violated should contact Office of Human Resources or the Affirmative Action and Equity Office at (603) 862- 2930 Voice/TTY.