UConn Procedures
University Lactation Policy

These procedures accompany the University's Lactation Policy and are intended to establish standards, resources and contact information specific to UConn Storrs and Regional Campuses.

Procedures for Students
Students planning to breastfeed or express milk at UConn should do so around their scheduled class times. While professors are not required to excuse tardiness or absence due to lactation needs, students who request reasonable scheduling accommodations should be considered.

Procedures for Employees, including Graduate Assistants
Employees planning to breastfeed or express milk at UConn are responsible for requesting and arranging 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. Both the employee and supervisor are encouraged to contact Human Resources for assistance. Breastfeeding employees may be eligible to receive a breast pump through their health insurance plan. To determine specific coverage, employees should consult their insurer directly.

Procedures for Supervisors
Under the Affordable Care Act (ACA), employers are required to provide a reasonable amount of break time and private space to express milk as frequently as needed. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Typically, a nursing mother will need 20 – 30 minutes, 2 – 3 times per day, but it will vary over time and by the individual.

Breastfeeding employees will be allowed a reasonable amount of break time to breastfeed and/or express milk during work hours, which, if possible, shall run concurrently with normal break and meal periods. Breastfeeding employees should work with their supervisors to establish mutually convenient times. Supervisors should attempt to provide as much flexibility and break time as reasonably possible to accommodate the employee's needs, as long as the department's work needs can be efficiently and effectively met.

UConn has a number of specially designated lactation areas. In the absence of a designated lactation area in the building, supervisors should review with the breastfeeding employee available space in their department and be prepared to assist with identifying suitable accommodations, ideally no more than five minutes away. An employee or student may express breast milk in her work or study area as long as it meets, or can be temporarily adapted to meet, the requirements of a suitable lactation area.

Upon notification by an employee of a need to express milk and/or breastfeed in the workplace, supervisors should advise them of the resources posted on the UConn Human Resources Work/Life website at https://hr.uconn.edu/lactation-policy-resources-locations/. Supervisors are also encouraged to contact Human Resources for assistance.

Lactation Rooms
The lactation areas on UConn premises are available for use by employees, students, volunteers and visitors. *See*: https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/09/Lactation_Room_Locations.pdf

Reasonable lactation accommodation must fall within these parameters: a clean, private (the ability to be shielded from view and free from intrusion) space, electrical outlet, chair, table for breast pump, and nearby access to clean running water. A toilet stall is not considered an appropriate space for lactation purposes and would not be in compliance with the Affordable Care Act or this policy. Individuals are responsible for keeping lactation areas clean after use and ready for the next user. This includes wiping down surfaces and disposing of any food or drink items brought into the room.

An employee or student may express breast milk in their private work area or study area or other location if it meets, or can be temporarily adapted to meet, the above requirements.

UConn is not responsible for the integrity or security of breast milk stored in any refrigerator on campus. Employees and students must provide their own containers for storage of expressed milk while on campus. Employees should check with their supervisor to determine if there is a refrigerator available near their work area where breast milk may be stored. If there is not a refrigerator available, employees and students must provide their own means to store and keep the milk cool.

UConn will make every effort to incorporate space that could serve as a lactation room in new buildings, modeled on American Institute of Architects best practices regarding lactation spaces.

Resources and Support Services
UConn lactation support and location information is posted on the HR website work/life: https://hr.uconn.edu/lactation-policy-resources-locations/.

Supervisors and faculty should be aware of the University's lactation policy, practices and available resources. UConn expects that all employees will assist in promoting a positive atmosphere of support for breastfeeding employees, students and visitors.

Contacts
Employees with questions regarding the UConn Breastfeeding and Lactation Support Program Policy or other work-life policies, should contact the Department of Human Resources at 860-486-8306 or worklife@uconn.edu.

Students who have questions regarding access and use of the lactation facilities or would like general information about breastfeeding and other work-life topics may contact Student Health and Wellness at 860-486-0765 or studenthealth@uconn.edu.

If any breastfeeding individual believes they have been denied appropriate accommodation pursuant to the Lactation Policy, that person may contact the Office for Inclusion and Civil Rights (OICR) at 860-486-2943 or civilrights@uconn.edu.