



## **International School of Louisiana Lactation Accommodation Policy**

### **POLICY:**

International School of Louisiana (ISL) recognizes that breast milk is the optimal food for growth and development of infants. It is the policy of International School of Louisiana (ISL) to provide a room or other private location for employees who wish to express breast milk. Lactation accommodations will be provided to employees for one year after the child's birth each time the employee needs to express milk in accordance with the Fair Labor Standards ACT (FLSA). In addition, and in accordance with the FLSA, ISL will provide a reasonable amount of break time to accommodate employees desiring to express breast milk.

### **Policy Goals:**

- To establish guidelines to promote a work environment that supports breastfeeding by accommodating employees to express breast milk at the International School of Louisiana

#### **1. Breaks**

- a. A reasonable amount of break time must be provided to employees who want to express breast milk.
- b. If possible, the break time should coincide with the employee's paid break time. If not, the break time may not be paid if it exceeds the break time allowed under ISL's time and attendance policies.

#### **2. Space**

- a. ISL will ensure employees have a room or other appropriate location in which to express milk. This space must not be a bathroom and should be private and in close proximity to the employee's work area.
- b. Ideally, the space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition. The space should be clean and comfortable, equipped with an electrical outlet, and contain



comfortable seating and a table or other flat surface to hold a breast pump. It should also be located near a sink with running water for hand washing and cleaning of equipment.

- c. For non-traditional worksites, the department and supervisor will work with the employee to create a mutually acceptable solution. This may include a flexible schedule to allow the employee to return home for such activity, a temporary transfer to another facility, or other resolution.
3. Storage
    - a. A hygienic and secure location will be available for employees to store expressed milk.
  4. Notification/Education
    - a. A copy of this policy will be disseminated to every current employee and included in new hire orientation materials.
  5. Atmosphere of Acceptance
    - a. Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with ISL's policies and procedures for discrimination and harassment.