



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.071 Lactation in the Workplace

I. Policy Statement

The University of North Texas (UNT) is committed to providing an environment which supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk in the workplace.

II. Application of Policy

All Employees

III. Policy Definitions

A. Designated Area

“Designated Area,” in this policy, means a private, accessible place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public, which may be used by an employee to express breast milk.

B. Employee

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity as faculty or staff, or who is required to be a student as a condition of employment.

C. Lactation

“Lactation,” in this policy, means pumping or expressing milk, as well as nursing, directly from the breast.

IV. Policy Responsibilities

A. Lactation Breaks

1. The University shall provide a reasonable amount of break time for an employee to express breast milk each time such employee has need to express milk.
2. Employees who wish to express breast milk should request lactation support or accommodations from their supervisor. Supervisors will provide reasonable flexibility to all employees who communicate their anticipated accommodations needed, including timing of breaks with their supervisors or Human Resources.
3. The frequency and duration of break time to express milk may vary depending on individual needs and the proximity of the designated area to the employee’s work location. Breaks must be reasonable, and times mutually agreed upon by the employee and supervisor.
4. Lactation breaks shall be recorded in accordance with the University’s timekeeping procedures.

B. Designated Lactation Area

1. UNT shall provide a designated area for an employee to express breast milk.
2. Designated Areas shall:
 - a. be equipped with a door that locks from the inside.
 - b. be furnished with a chair, table, and an electrical outlet to accommodate the employee's ability to express breast milk.
 - c. be listed on the websites of the Office of Equal Opportunity and the Office of Space Management and Planning.
 - d. be within reasonable walking distance to the employee's work area.
3. The designated area may be temporary to accommodate the employee's needs.
4. The designated area may be the place where the employee normally works if there is adequate privacy in a private office or lockable room, which meets the definition of a designated area.
5. The designated area will be reasonably near a clean, safe water source or a sink for washing hands and rinsing out any needed breast-pumping equipment; and will have access to hygienic storage alternatives such as a refrigerator or space for the storage of breast milk.

C. Storage and Preservation

Employees are responsible for storage and preservation of their expressed milk while on campus. Expressed milk must be stored in closed containers, and regardless of the method of storage, bring such milk home or dispose of appropriately. The University is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises.

D. Prohibition of Adverse Actions

A supervisor may not take adverse employment action, discipline, discharge, or otherwise discriminate against, an employee who asserts their right under this policy. Any employee who believes they have been discriminated against, as defined by UNT Policy 16.004, may file a complaint with the Office of Equal Opportunity.

V. References and Cross-References

[Fair Labor Standards Act §§ 7 & 15\(a\)\(3\)](#)

[Patient Protection and Affordable Care Act \(PPACA\)](#)

[Texas Government Code, Chapter 619](#)

[UNT Policy 16.004 Prohibition of Discrimination, Harassment, and Retaliation](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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