

# MORAVIAN UNIVERSITY

**Date:**

August 2023

**Policy Name:**

Lactation Support Break Policy for Faculty and Staff

**Purpose:**

Moravian University provides lactation support to employees in accordance with federal, state, and local law, and best practices. The University promotes a family-friendly work environment and provides safe lactation support for parents who are returning to work while continuing to breastfeed.

**Eligibility:**

All employees who are lactating are eligible to take reasonable breaks under this Policy. Eligible employees may take a reasonable amount of time to express breast milk for their child. When possible, the employee should take this time during regularly scheduled meal or rest periods so as not to disrupt their regular work schedule. The number of breaks needed to express breastmilk may vary between individuals.

**Scope:**

Any employee who is expressing milk will be provided reasonable break time to express breast milk after a child's birth. Moravian University has designated the room located in the Sally building, Room 233 on the Bethlehem campus and a room in Glatfelter on the Lancaster campus for this purpose. Employees may also make arrangements with their supervisors to use their private offices or designated spaces within their departments. If an employee works on South Campus or SMRC, please contact [hr@moravian.edu](mailto:hr@moravian.edu) to set up a designated location, if needed.

Employees must establish a recurring reservation for Room 233 in the Sally building by contacting Human Resources at 610-861-1527 or email [hr@moravian.edu](mailto:hr@moravian.edu).

A small refrigerator reserved for the specific storage of breast milk is available in Room 233. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. The University may dispose of any nonconforming products stored in the refrigerator.

Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.



**Employee Notice and Supervisor Support:**

All employees who intend to take breaks under this Policy must notify their supervisor of their intent in advance of returning to work following leave relating to childbirth. Notice from employees should include the anticipated schedule and, if needed, request access to university lactation facilities or other private space. The supervisor, HR and the employee shall work together cooperatively to establish reasonable, flexible, and appropriate space and/or time accommodations for the employee to express breastmilk.

**No Retaliation:**

Moravian University expressly prohibits any form of discipline, intimidation, retaliation, or discrimination against any employee for requesting or taking lactation breaks in accordance with this Policy, the Fair Labor Standards Act or applicable Pennsylvania or local law.

**Administration of This Policy:**

The Office of Human Resources is responsible for the administration of this Policy. If you have any questions regarding this Policy or if you have questions about lactation breaks that are not addressed in this Policy, please contact the Human Resources Department at 610-861-1527 or email [hr@moravian.edu](mailto:hr@moravian.edu).

Information about lactation support upon returning to work shall be provided to employees prior to their parental leave.

