



ADMINISTRATIVE POLICY

Policy Title	Lactation/Breastfeeding
Policy Subtitle/Subject	Click or tap here to enter text.
Responsible Executive(s) (RE)	VP, Office of Human Resources & Institutional Equity (HR&IE)
Responsible Office(s) (RO)	HR&IE
Primary Point of Contact from RO	Benefits
Contact Information (email and phone)	504-865-4748; tubenefits@tulane.edu
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Permanent

Temporary

1.0 POLICY STATEMENT

Tulane is committed to supporting the health and well-being of new parents and their babies. In recognition of the needs of nursing parents, the university implemented this policy which provides a reasonable accommodation for an employee to express breastmilk during the work hours for their nursing child for one year after the child's birth.

2.0 PURPOSE AND SCOPE

The purpose of this policy is to provide employees with information to support the health and wellbeing nursing parents. The policy describes the reasonable accommodations available to nursing parents, including when an employee may take time needed to express milk as well as providing the locations throughout campus designated for nursing parents.

3.0 APPLICABILITY OF THIS POLICY

This policy is available to all employees. It is the responsibility of all employees to review this policy and adhere to the guidelines provided. Managers are encouraged to review this policy with employees as applicable.

4.0 WEBSITE ADDRESS FOR THIS POLICY

www.policy.tulane.edu

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy clarification and general information	Office of Human Resources & Institutional Equity	504-865-4748	tubenefits@tulane.edu

6.0 CONTENT

1.0 POLICY STATEMENT	1
2.0 PURPOSE AND SCOPE	1
3.0 APPLICABILITY OF THIS POLICY	2
4.0 WEBSITE ADDRESS FOR THIS POLICY	2
5.0 CONTACTS	2
6.0 CONTENT	2
7.0 DEFINITIONS	2
8.0 POLICY AND PROCEDURES	3
9.0 CONSEQUENCE OF VIOLATING THE POLICY	3
APPENDIX I	3
APPENDIX II	3

7.0 DEFINITIONS

Break time: A lunch period is an unpaid break of at least thirty (30) minutes and not more than sixty (60) minutes. During this period, you are relieved of duty, and this time is your own. Your supervisor will inform you of your lunch period schedule. Supervisors are authorized to permit rest periods during the workday. At your supervisor’s discretion, you may be granted a fifteen (15) minute paid rest period during each half day you work.

Reasonable accommodation: A reasonable accommodation is any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered “reasonable” if they do not create an undue hardship or a direct threat.

8.0 POLICY AND PROCEDURES

The Tulane Breastfeeding Program (TBP) is a campus-wide initiative to protect, promote and support nursing employees. Tulane University provides lactation support through multiple lactation rooms on campus and a policy for staff that complies with the law. The purpose of the program is to:

- Increase awareness on Tulane's campus of the importance of breastfeeding to the child, parent, infant, workplace and society.
- Implement and evaluate strategies necessary to create a breastfeeding-friendly environment and encourage exclusive breastfeeding for the first six months of an infant's life with continued breastfeeding for at least one year.

Tulane will provide a reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. The break should be taken, when possible, concurrently with other break periods already provided. In accordance with applicable state law, non-exempt employees may be required to clock out for time taken that does not run concurrently with other break periods and such time will be unpaid.

Tulane will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The list of [Campus Lactation/Family rooms](#) is found on the Office of Human Resources and Institutional Equity website.

Employees should notify their supervisor to request time to express milk in accordance with this policy.

9.0 CONSEQUENCE OF VIOLATING THE POLICY

Violation of this policy may result in disciplinary action, up to and including termination.

For consequences of violating the policy refer to the Faculty and Staff handbooks found at policy.tulane.edu.

APPENDIX I

Relevant Information

Tulane Breastfeeding Program website: <https://hr.tulane.edu/content/tulane-breastfeeding-program>

APPENDIX II

Other Relevant Information

Pregnancy Leave

Parental Leave Policy

Breaks