



Nursing Mothers' Room - Lactation Policy and Guidelines

USC Upstate acknowledges the importance of supporting employees and students who choose to breastfeed after they return from maternity leave. As we strive to maintain a family-friendly working and learning environment for members of the campus community, a nursing mothers' room has been established on campus. This space will allow mothers to breastfeed or express milk comfortably without interruption.

Workplace breastfeeding support provisions are outlined in the Patient Protection and Affordable Care Act ("Affordable Care Act"), Section 4207, and can be found at <http://docs.house.gov/energycommerce/ppacacon.pdf>). In accordance with federal and state laws, USC's Lactation Support Policy, HR 1.60 advises that mothers returning to work and school at all USC campuses who wish to continue breastfeeding be required to be given a comfortable, private space to express milk (not a bathroom or locker room), adequate break times to express milk, and flexibility in working with supervisors to support break times for up to one (1) year after the birth of the baby. The more detailed policy may be found at <http://www.sc.edu/policies/hr160.pdf>.

To that end, USC Upstate acknowledges that 1) the University shall provide a sanitary and private space to be used as a lactation room by employees or students who are breastfeeding and/or expressing milk, and 2) supervisors, managers and department chairs, are requested to work with employees and students who are breastfeeding to schedule reasonable and adjustable break times each day for this activity.

Location

The nursing mothers' room is located in the Media Building, Room 136A. This room has been designated and should be used for lactation purposes only. It is available on a first-come, first-served basis and contains the following items:

- a table
- a sturdy chair
- an electrical outlet
- a door that can be locked from the inside for mothers' privacy
- hand sanitizer and paper towels
- informational materials

Flexible Break Times and Supervisory Involvement

Breastfeeding mothers must request and arrange with their supervisor appropriate and reasonable break times for breastfeeding or expressing breast milk for up to one year after the child's birth. Supervisors should attempt to provide reasonable break time to accommodate the employee's needs. Any potential impacts to work duties during anticipated breaks should be discussed.

- Employees shall be allowed to take reasonable breaks during the work day to express milk.
- The breastfeeding mother is responsible for contacting her supervisor to request space and time to express milk.
- Employees may request to adjust their work schedules for the purposes of lactation.
- Supervisors who receive a lactation accommodation request are to allow employees to use the room or review other appropriate, available space in their department.
- Supervisors and employees shall work together to establish mutually convenient time for milk expression. Employees should discuss the frequency and duration of the breaks with their supervisors.
- Supervisors are requested to work to ensure that there are no negative consequences to nursing mothers who need lactation break times.
- Employees should contact the next level supervisor or the Office of Employee Relations and Equal Opportunity for assistance if their immediate supervisors do not allow reasonable lactation breaks.

To Use the Room

- There is an "In Use" sign by the door. When entering the room, please slide the sign to indicate "In Use."

After Using the Room

- Please do not lock door upon exiting.
- Pull door closed and turn off lights.
- Slide the sign back to "Not in Use" upon departure.
- Mothers who are expressing milk shall be responsible for keeping the room clean after using the nursing mothers' lounge.

If a user of the room has concerns or questions regarding the USC Lactation Support Policy or Nursing Mothers' Room, please contact the Office of Employee Relations at 864-503-5354.

See also [USC Policy HR 1.60, Lactation Support Policy](#).