1. **Policy Purpose Statement**

As part of our family-friendly policies and benefits, Kennesaw State University (KSU) strives to provide a supportive work environment for lactating parents. This effort includes providing accommodations for lactating parents who wish to express breast milk during the workday when separated from their newborn child.

2. **Background**

In August 2020, the State of Georgia passed legislation requiring employers to provide reasonable break time to working parents who desire to express breast milk at work during working hours for up to one year following the birth of the child. The law further requires the employer to provide lactation breaks paid at the employee’s regular rate and a sanitary location where the lactating parent can express milk in private.

3. **Scope (Who is Affected)**

All faculty and staff within the Kennesaw State University should be aware of this policy.

4. **Exclusions or Exceptions**

None.

5. **Definitions and Acronyms**

   **Lactation:** The secretion of milk from the mammary glands and the period of time that a parent lactates to feed their infant.

6. **Policy**

All KSU employees who breastfeed their child and need to express milk during the working day will work with their supervisor and Human Resources to determine how best to accommodate their needs with minimal impact to the performance of their job.

Kennesaw State University has designated a private and sanitary location on each campus where lactating parents may go to express their milk during business hours. Lactating parents are
responsible for keeping the general lactation room clean for the next user. If employees prefer, they may also express their milk in their own private offices, if available, or in other comfortable locations agreed upon in consultation with the employee’s supervisor.

Lactating parents shall be granted flexible and reasonable breaks, using their normal break periods and mealtimes, to accommodate milk expression. Nursing parents who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.

Supervisors should keep in mind that expressing breast milk may be a physical necessity for some parents. Thus, supervisors should make every reasonable accommodation to support the needs of nursing parents. Such accommodations should include permitting nursing parents who need to express breast milk to visit the lactation room during normal break times or mealtimes or provide reasonable time if needed at times other than regular scheduled break periods. While a supervisor may require that the lactation break time, if possible, run concurrently with break times already provided, supervisors should be flexible in allowing nursing parents to select appropriate times to utilize a lactation room on campus or a private office. When an employee is salaried, employers cannot require employees to use paid leave for lactation breaks.

7. Associated Policies/Regulations

8. Procedures Associated with this Policy

Employees who need accommodations for lactation should coordinate with Human Resources (HR) and their supervisor to determine the best schedule and location for their needs.

Designated lactation rooms are located on both the Kennesaw and Marietta campuses.

Employees who need to use a designated lactation room on the Kennesaw campus should call the School of Nursing reception desk at 470-578-6061 to reserve the room.

Employees who need to use a designated lactation room on the Marietta campus should call the Information Desk at the Joe Mack Wilson Student Center at 470-578-4535 to reserve the room.

9. Forms Associated with this Policy

None.

10. Violations

Employees who feel they have been denied appropriate accommodations for lactation are encouraged to contact their HR Business Partner.
11. Review Schedule

This policy is reviewed annually by the Chief Human Resources Officer or designee.