

Institutional Handbook of Operating Procedures
Policy 03.07.08

Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employee Health and Wellness	Responsible Entity: Human Resources

I. Title

Worksite Lactation

II. Policy

As a healthcare institution, The University of Texas Medical Branch at Galveston (“UTMB”) supports activities that contribute to the health and well-being of its employees and their families. Because of this commitment and the proven benefit of breastfeeding for infant nutrition, UTMB will use reasonable efforts to provide work schedule flexibility for the expression of milk up to one year following the birth of the child, whether the employee is working on-site or remotely. UTMB will also provide designated locked, private, and sanitary locations with needed equipment to allow mothers to breastfeed or express their milk.

UTMB, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. Procedures

Employees should submit their request to express milk during their assigned shift, in writing, to their supervisor. This should be done as soon as practical, preferably before or during any maternity related leave and before returning to work.

Supervisors should respond timely to the request to express milk and work together with the employee to plan mutually convenient break times. The frequency of breaks, as well as the duration of each break, needed to express milk will likely vary. Lactation breaks should be taken during scheduled break and lunch times, and the employee should be compensated in the same way as other employees are compensated for break time. When additional time is needed outside of these designated break times, employees will be considered on the clock and compensated for that time. Employees are not required to use accruals or to make up time to recover time used for milk expression.

Designated lactation rooms will be private, accessible areas, other than a restroom, that are shielded from view and free from intrusion from coworkers and the public. Designated lactation rooms will contain a breast pump, comfortable chair, and nearby access to running water. A designated refrigerator will be available for storage of milk, but employees shall provide their own containers that are clearly labeled with name and date. A limited supply of disposable single use milk collection systems may be available. Employees are encouraged to bring their own when possible. Cleaning of equipment and refrigerator is the responsibility of those using the equipment. Instructions and cleaning supplies will be available in each room. Equipment should be cleaned before and after each use.

Employees who have a private office may also use that space for this activity in place of the designated rooms but will be responsible for providing their own equipment if a private office is used.

Locations of designated lactation rooms and other information on lactation may be obtained by contacting Human Resources (HR) or by viewing the [HR Website](#).

Correctional Managed Care employees must work with their supervisor to ensure that prison authorities determine what private area will be designated and will be responsible for providing their own equipment and storage system.

IV. Relevant Federal and State Statutes

[Open Texas Health and Safety Code Title 2, Chapter 165 Breast Feeding](#)

[29 U.S.C. 207, Fair Labor Standards Act](#)

[Texas Administrative Code Title 25, Part 1, Chapter 31, Subchapter A, Section 31.1](#)

V. Related UTMB Policies and Procedures

[Texas Mother-Friendly Worksite Program](#)

VI. Dates Approved or Amended

<i>Originated:03/19/2013</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
04/12/2018	
02/27/2025	

VII. Contact Information

Human Resources

409.772.8696