

Lactation Accommodation Policy
Kewaunee Public Library
November 2, 2018

Kewaunee Public Library acknowledges the amendment to the Fair Labor Standards Act (FLSA) of the Affordable Care Act to allow accommodations for breastfeeding employees and subscribes to the following worksite breastfeeding policy.

Company Responsibilities

- Adequate Time:
 - Employees are allowed to breastfeed or express milk during work hours using their normal breaks or meal times. If additional time is needed, employees may use personal leave or may make up additional time as negotiated with their supervisor.
- Space and Privacy:
 - A private space, besides a bathroom, will be available for employees to breastfeed or express milk. In addition to a private space, employees will have access to a nearby clean and safe water source for rinsing equipment or hand washing.
- Storage:
 - Kewaunee Public Library will provide breastfeeding employees with access to hygienic storage options where mothers can safely store breast milk. This may include an employee refrigerator or an employee's personal cooler.
- Support:
 - Supervisors are responsible for informing pregnant or lactating women on the lactation accommodation policy for employees. It is expected that all employees will support a positive environment for those who may be breastfeeding.

Employee Responsibilities

- Communication with supervisors
 - Current breastfeeding employees must keep their supervisor informed of their needs so appropriate accommodations can be made to satisfy both the employee and the company.
- Maintenance of private room for milk expression
 - Maintenance of the designated breastfeeding room and other spaces used for breastfeeding are the responsibility of the employee. The employee will ensure the area remains clean for other employees to use.
- Safe storage
 - To ensure safe keeping for expressed milk, breastfeeding employees will label, date, and store milk in the designated employee refrigerator or cooler. Those employees using the refrigerator/cooler are responsible for keeping it clean.

Visitors to the Kewaunee Public Library

The Kewaunee Public Library supports all breastfeeding parents and are proud to ensure that the Kewaunee Public Library is a breastfeeding friendly facility. This policy has been created to support visiting breastfeeding parents to breastfeed within the Kewaunee Public Library and to provide any conditions, including, but not limited to, time, space, and support necessary to facilitate breastfeeding. Upon request, staff will provide assistance to visitors who wish to breastfeed their child by providing a location comfortable to both child and parent, where space is available.

Approved by the Kewaunee Public Library Board on November 28, 2018