

## Policy Statement

Carnegie Mellon University promotes a family-friendly work and study environment and provides a supportive and flexible environment for employees and students as they transition back to work or their studies after the birth of a child. In compliance with the Fair Labor Standards Act (FLSA), the PUMP for Nursing Mothers Act, and to support the CMU community in health and wellness, Carnegie Mellon provides reasonable break time during the workday for breastfeeding employees to express breast milk and will make a reasonable effort to provide a clean, private space for such activity.

## Scope

The procedures for lactation breaks outlined in this policy apply to the following:

- All CMU employees (faculty and staff)
- Student workers

When available, use of lactation rooms is extended to students and guests with a CMU sponsor.

## Definitions

Definitions can be found in the [HR Glossary of Terms](#).

## Procedures

### Lactation Breaks

Employees and student workers may request reasonable lactation breaks during work hours for the purpose of breastfeeding or expressing breast milk for a nursing child for two years after the child's birth, or the time period required by applicable state or local law if greater than two years. Employees and student workers should work with their supervisors to establish reasonable and mutually agreeable times each day that do not unduly disrupt normal operations or instruction/class time.

Reasonable breaks should accommodate the time required for expressing milk. The frequency and duration of reasonable breaks will be impacted by individual need and the proximity of an available lactation room. Travel time to a lactation room must be considered and may extend the length of a customary break. Supervisors may permit extensions of break time, flexible work hours and flexible scheduling of breaks. The break time may be accommodated by the break and meal period available to employees as outlined in the Staff Handbook. The university encourages nursing parents and their supervisors to explore flexible work arrangements, as necessary, to accommodate both the needs of the nursing parent and the operational needs of the department.

The university is not required under the FLSA to compensate nursing parents for breaks taken for the purpose of expressing breast milk. However, where supervisors already provide compensated breaks, an employee or student worker who uses the break time to express milk must be compensated in the same way that others are compensated for break time. In addition, the FLSA's general requirement that an employee or student worker must be completely relieved from duty or the time must be compensated as work time applies.

Prospective nursing parents are encouraged to communicate to the supervisor the need for time and/or a lactation room prior to the birth of a child, so accommodations can be made. Supervisors should work within policy

requirements to accommodate nursing parents and provide reasonable lactation breaks for up to two years after the birth of a child, or the time period required by applicable state or local law if greater than two years.

### Lactation Rooms

The Office of Human Resources manages dedicated lactation rooms in buildings on the Pittsburgh campus. CMU's dedicated lactation rooms are open to employees, student workers and when available, students and guests with a CMU sponsor for the purpose of expressing breast milk or breastfeeding.

Anyone wishing to use a lactation room is responsible for requesting access to the room and following the room-use guidelines. Lactation room guidance and a link to the Lactation Rooms Request for Access form are available on Carnegie Mellon's [website](#). A nursing parent with access to a private office may, if they prefer, use the office for the purpose of expressing milk.

Other space on campus may be temporarily used as a lactation area if agreed upon after consultation with the supervisor. Any temporary space used as a lactation area must not be a bathroom and must be shielded from view and free from intrusion from coworkers and the public.

### Non-Pittsburgh Locations

Employees and student workers based in other U.S. locations who need lactation breaks should contact their supervisor and HR Business Partner in order to identify a private, non-bathroom space for breastfeeding and or expressing milk.

## **Responsibilities**

All CMU employees are expected to contribute to a supportive environment for breastfeeding members of the Carnegie Mellon community.

Nursing parents are responsible for the following:

- Working with the supervisor to develop a mutually agreeable arrangement for reasonable breaks to allow for expressing milk
- Maintaining the cleanliness of designated lactation rooms (and other areas used for expressing milk) after each use

Supervisors are responsible for creating an environment that enables and supports the needs of breastfeeding employees and student workers.

Equal Opportunity Services (within the Office of Human Resources) is responsible for the management and coordination of the Pittsburgh campus dedicated lactation rooms.

HR Business Partners are responsible for informing employees and supervisors about this policy and assisting with its implementation, as needed.

## **Related Resources**

[HR Glossary of Terms](#)

[HR Business Partner Directory](#)

[University Lactation Rooms](#)