

HUMAN RESOURCES
POLICY AND PROCEDURE MANUAL
FOR
MARLBOROUGH HOSPITAL
MARLBOROUGH, MASSACHUSETTS

EFFECTIVE DATE: 11/1/2016
REVISED DATE: 11/1/2016
REVIEW DATE: 11/1/2016

POLICY: HR55
PAGE: 1 OF 1
AUTH BY: Francis Meringolo

CATEGORY: HUMAN RESOURCES

SUBJECT: LACTATION / BREASTFEEDING

I. PURPOSE

As part of our family-friendly policies and benefits, Marlborough Hospital supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn.

II. POLICY

For up to one (1) year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break time to express breast milk for her baby. Marlborough Hospital has designated the room located on the second floor for this purpose. A small refrigerator reserved for the specific storage of breast milk is available, along with a private sitting area and lockers for temporary storage of personal belongings. Employees who work offsite, or in other locations will be accommodated with a private area as necessary.

III. PROCEDURE

Breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees who store breast milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Nursing mothers wishing to use the room will be assigned a key through Employee Health/MedWorks.

Nursing mothers should attempt to coordinate the pumping of breast milk during normal scheduled breaks and/or during their unpaid lunch period. Exceptions to this may be made by the manager as requested. Any time beyond the stated breaks listed, will be unpaid, and the employee is responsible to accurately swipe/ record her time out and back in (return to work).

It is the responsibility of the employee who is requesting to breastfeed to inform her manager of this need and the time (s) they will be leaving the department for this purpose.

Developed by the Human Resources Department