



## Lactation Accommodations for Employees

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ECU is committed to supporting nursing mothers following the birth of a child by providing lactation accommodations. In accordance with federal and state laws, *ECU's Lactation Support regulation* ([www.ecu.edu/prr/06/10/02](http://www.ecu.edu/prr/06/10/02)) states that ECU will provide space, privacy, and time for nursing mothers to express breast milk for up to one year after the birth of a child.

**Nursing mothers require lactation accommodations in the form of time and space. To meet these needs, employees are able to use paid leave, unpaid time, or alternate arrangements for a flexible work schedule with their supervisor.**

### Meeting the Needs of Nursing Mothers

**Lactation** is the process of making milk for a baby. It is different from other body processes. Lactation requires consistent, predictable removal of milk to maintain milk supply, for comfort and to prevent illness. Women need to express breast milk so they can continue to directly breastfeed their babies at home and provide human milk when they are separated. To maintain supply, mothers will need to express breast milk as often as their baby usually eats.

### Questions?

**For any questions related to the lactation accommodation process, please contact:**

East Carolina University Department of Human Resources  
210 East 1st St. Greenville, NC 27858 • 252-328-9847

# Nursing mothers need the following accommodations:

## Time

On average, nursing mothers need to express breast milk an average of 25 minutes every three hours (not including time getting to and from the lactation room). However, some nursing mothers may need to express longer and/or more frequently.

### Nursing mothers need time to express their milk regularly or they can suffer from the following:

- Extreme discomfort and distraction
- Mastitis, a very painful swelling and infection of the breast tissue, which requires medical attention
- A decreased ability to produce enough milk for her child

## Space

Nursing mothers need a space that is private (so that no one can see inside), clean, secure, and is not within a bathroom/toilet stall. Additionally, the space should have adequate lighting and seating, electrical outlets for pumping equipment, and close proximity to a source of running water.

Generally, it is expected if an employee has their own private office (so that no one can see inside), they will use their office as their lactation space. If the office is not completely private, the university will make every reasonable effort to alter the space as necessary (i.e. provide window coverings). The employee should submit a work order through Facilities Services Asset/Work Management System (found at the bottom of ECU's homepage) to alter their physical office space as soon as reasonably possible. This should be done prior to taking leave, so that the office space will be ready for the employee's return to work date. If it is not done prior to leave, while the employee is on leave, the office's administrative support specialist should submit the work order if the employee is on FMLA leave.

If an employee does not have, or is unable to use their office space, the University provides designated lactation rooms. Please visit <http://www.ecu.edu/cs-acad/ipar/customcf/DL/Space/LactationRooms.pdf> for a listing of the lactation rooms. If there is not an existing lactation room within a five-minute walk of the work site/classroom area, the university will make every reasonable effort to identify an appropriate space. The list of lactation rooms is maintained by the Office of Institutional Planning-Space Planning. Space Planning ensures that lactation rooms are available to support the campus community.

### **To request a lactation accommodation, nursing mothers should complete the Request Accommodations online form.**

The Request for Lactation Accommodations form should be completed by all employees who are nursing mothers requesting time and/or space. The information provided in the form will allow the university to plan and make every reasonable effort to identify an appropriate lactation space for up to one year after the birth of a child.

The form should be submitted via the above website to the East Carolina University Department of Human Resources Benefits online at least fourteen (14) business days prior to the need for space and/or time accommodations.

At the conclusion of the accommodation process, the employee and the employee's supervisor will be provided with information about the approved accommodations.

For more information about university and local resources related to pregnancy and pregnancy related conditions, please visit [www.ecu.edu/cs-acad/titleIX/pregnancy.cfm](http://www.ecu.edu/cs-acad/titleIX/pregnancy.cfm).