**Sample Lactation Policy**

**[Employer Name]** will provide nursing mothers **[paid / unpaid]** reasonable breaks to express their milk for infants **[identify time frame: for up to one year following the child's birth; other time period; or for infants of any age]**.

**[Employer Name]** also will provide a private space, other than a restroom, for nursing mothers to express their milk. The room will be clearly marked and either have a lock or a sign on the door to indicate when the room is in use.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with HR and with their immediate supervisors.

**[Employer Name]** will provide a refrigerator to store breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed.

**[Optional clause/review applicable state or local law: This policy applies only to employees classified as nonexempt under the Fair Labor Standards Act.]**

Please contact HR for information regarding the location of **[Employer Name]**'s lactation room at each location.

Employees who have any questions or concerns regarding this policy should contact their supervisor or HR.