

# **Bluegrass Community and Technical College Breastfeeding and Lactation Support Guidelines**

## **Purpose**

Recognizing the importance of breastfeeding for both mothers and their infants, and of promoting a family-friendly work and study environment, the College provides breastfeeding and lactation guidelines. In doing so, the College strives to create an exceptional academic environment conducive to working and learning and one that is attuned to both professional and personal needs of its women faculty, staff and students.

## **Guidelines**

Bluegrass Community and Technical College recognizes the importance and benefits of breastfeeding and is committed to promoting this effort. Therefore, in a manner consistent with Kentucky Revised Statute<sup>1</sup>, the College acknowledges that a woman may breastfeed her child in any place open to the public on campus. Additionally, the College shall provide sanitary and private space for expressing milk wherever possible; lactation breaks; and resources to support its women faculty, staff and students.

## **Process**

Upon returning to work after the birth of a child, nursing mothers may request an area to pump breast milk in the workplace during normal business hours. Supervisors and Department Chairs will work with employees who are nursing to schedule reasonable and flexible break times each day for this activity.

### **1. Lactation Breaks**

- a. Whenever possible, the College shall provide flexibility for staff and faculty mothers who give their Department Chair or Supervisor adequate notice identifying a need for lactation support and facilities.
- b. Mothers are responsible for requesting lactation support prior to or during maternity leave, preferably no later than two weeks before returning to work.
- c. Supervisors and employees shall work together to establish mutually convenient times.
- d. Alternatively, vacation time or flexible scheduling in accordance with the Flexible Work Arrangement Guidelines may be used for this accommodation.
- e. Employees who need assistance are encouraged to make appropriate arrangements with their supervisor to ensure that normal business activities are not severely disrupted and their assigned tasks are completed as expected.
- f. Students and instructors planning to use lactation facilities must do so around their scheduled class times. Although any necessary student accommodations should be negotiated with individual professors, professors are not required to excuse tardiness or absences due to lactation needs.

### **2. Lactation Facilities**

- a. The College, at a minimum, should provide clean, comfortable private rooms with locked doors. Each room should have an electrical outlet and at least one table and one chair.
- b. The College shall provide sanitary and private facilities in close proximity (10 minutes) to the work area across campus for mothers to express breast milk.

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<sup>1</sup> KRS 211.755 specifically provides that a mother may breast-feed her baby or express breast milk in any location, public or private, where the mother is otherwise authorized to be.

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- c. The location may be the place an employee normally works if there is adequate privacy, cleanliness, and is comfortable for the employee.
  - d. Supervisors who receive a lactation accommodation request should review available space in their department/unit and be prepared to provide appropriate nearby space and break time.
3. Education Services and Resources
- a. The College shall provide lactation support and information on the website and in Human Resource Benefits booklets.

Note: These guidelines do not extend to permitting infants in the work place.

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