



Standard Administrative Procedure (SAP)

33.06.01.L0.02 Workplace Lactation Program

First Approved: December 17, 2021
Revised: December 17, 2021
Next Scheduled Review: December 17, 2026

Procedure Statement and Reason for Procedure

Recognizing the well-documented health advantages of breastfeeding for infants and mothers, Texas A&M International University (TAMIU) provides a supportive environment to enable breastfeeding employees to express their breast milk during work hours.

TAMIU is committed to supporting employees who choose to breastfeed. The purpose of this SAP is to establish guidelines for a Workplace Lactation Program that will assist breastfeeding employees with breast milk expression in the workplace and to comply with the Patient Protection and Affordable Care Act (PPACA).

Procedures and Responsibilities

1. WORKPLACE LACTATION PROGRAM

1.1 Employees who wish to express breast milk during work hours are entitled to take reasonable breaks as frequently as needed and for up to one year following the birth of the employee's child. Exceptions beyond one year should be discussed in advance with the supervisor.

1.1.1 A supervisor shall grant a breastfeeding employee a flexible work schedule to express breast milk for their infant child during the workday. The employee shall be provided a reasonable amount of break time to express breast milk each time the expression of milk is needed. Break time requests must be reasonable and mutually agreed upon by the employee and supervisor.

- 1.1.2 The frequency and amount of break time allowed to express breast milk may vary and will include the time required to gather, clean, and store necessary equipment, and any necessary travel time to and from the campus location (refer to Section 2) specifically used to express breast milk.
- 1.2 Benefits may be available to breastfeeding employees (e.g., equipment, support services) when rendered by a medical provider, during pregnancy and/or in the post-partum period. For more information about these benefits, please contact the Office of Human Resources (HR).

2. FACILITIES FOR BREAST MILK EXPRESSION

- 2.1 TAMIU will designate a space on campus for use by breastfeeding employees that is clean, lockable from the inside, and private (not a toilet stall or public restroom). Additionally, the space will have a place to sit, a small table for placing a breast pump, an electrical outlet, and a nearby sink with water.
- 2.2 The designated lactation rooms on the TAMIU campus are in the Academic Innovation Center (AIC), Rooms 307A and 307C (refer to the [TAMIU Campus Map](#)).
- 2.3 With supervisor approval, a breastfeeding employee may use her designated workspace or other location suitable for the purpose of expressing breast milk. A suitable location is one that is shielded from view (i.e., has a way to cover windows, if applicable) and is free from intrusion from other employees and the public (i.e., has a lockable door).

3. RESPONSIBILITIES

- 3.1 Supervisors shall:
 - a) Comply with the provisions of [TAMIU SAP 33.06.01.L0.01, Flexible Work Arrangements and Alternate Work Location](#);
 - b) Identify facilities appropriate for breast milk expression as outlined in Section 2.3 of this SAP, upon request;
 - c) Discuss with the pregnant employee a plan for an allowable schedule adaptation (i.e., lactation needs, if necessary) prior to the return to work;
 - d) Not take adverse employment action, discipline, discharge, or otherwise discriminate against an employee who asserts her right under this SAP. Any employee who believes she has been discriminated against as defined by [System Regulation 08.01.01, Civil Rights Compliance](#) may file a complaint with the Equal Opportunity and Diversity Office (under the Office of Compliance); and
 - e) Contact HR with any questions or concerns.
- 3.2 Employees shall:
 - a) Communicate with the supervisor regarding scheduling or other needs as far in advance as possible, if planning to express breast milk while at work; and
 - b) Comply with the provisions of [TAMIU SAP 33.06.01.L0.01, Flexible Work Arrangements and Alternate Work Location](#).

Related Statutes, Policies, Regulations, or Rules

[System Regulation 33.06.01, Flexible Work Arrangements](#)

[TAMIU SAP 33.06.01.L0.01, Flexible Work Arrangements and Alternate Work Location](#)

[Patient Protection and Affordable Care Act \(PPACA\)](#)

[TAMIU Campus Map](#)

Contact Office

Office of Human Resources, 956-326-2365