SUMMARY
In recognition of the well documented health advantages of breastfeeding for infants and mothers, and in conjunction with section 4207 of the Patient Protection and Affordable Care Act (also known as Health Care Reform), Prince William County Schools (PWCS) will provide a supportive environment to enable lactating employees “reasonable break times” and private, non-restroom locations, to express their milk during the work day for the first year of their child’s birth. PWCS subscribes to the following worksite support approach. This approach shall be communicated to current employees in various locations and included in new employee orientation training.

Organizational Responsibilities
PWCS and its program managers will support lactating employees who choose to continue providing milk for their infants after returning to work and who require assistance while in the workplace to achieve this goal. In support of this choice, the employee shall be provided:

Notification of PWCS Lactation Program
PWCS managers are responsible for adherence to the PWCS Lactation support Program and for negotiating policies and practices that will support the PWCS Lactation Support Program. To support this effort, pregnant PWCS employees will also receive an informational packet from the PWCS Disability and Leaves Unit in the Office of Benefit Services soon after they deliver.

PWCS Lactation Support Program information is also available on the HR Wellness and Office of Benefit Services website.

Lactation Breaks
Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times up to 30 minutes every 4 hours for the first year after the birth of their child. For nonexempt employees (US-19 and below, instructional assistants, and hourly employees), time required for lactation breaks is considered non-compensable under the Fair Labor Standards Act. Employees in this category may utilize the following options to make up the time:

1. Employee may use a designated lunch period as a lactation break.
2. Employee’s work schedule may be adjusted with approval of the principal/program manager with the work week to make up the time.
3. Employee may use annual or personal leave for the time used.
4. Employee may opt for leave without pay for the time used.

For additional questions, please contact hansents@pwcs.edu.

A Designated, Private Space to Express Milk
A private room or space (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The private room/space will be free from intrusion, sanitary, located near a sink with running water and have an electrical outlet. If an employee prefers, she may also breastfeed or express milk in her own private offices or in other private locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored either in a designated refrigerator, if the employee’s site has one available, or in the employee’s personal cooler.
Education & Information
Educational information and resources on breastfeeding are available on the HR Wellness website under Wellness Resources.

Employee Responsibilities

Communication with Supervisors
Employees who wish to express milk during the work period shall inform their manager of their needs in a reasonable timeframe prior to returning to work from their leave so that appropriate scheduling can be made to satisfy the needs of both the employee and the department. Employees should also notify their supervisor in advance of their need for additional time beyond their normal breaks or lunch time to ensure continued covered for their job responsibilities and to complete a Lactation Time Request form.

Maintenance of Lactation Areas
Employees requesting lactation breaks are responsible for keeping their personal areas clean and tidy for the next user by wiping surfaces and discarding any of their personal use items. Employees will be responsible for providing safe storage of their own breast pump equipment.

When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log provided in the room to negotiate use times that are most convenient or best meet their needs.

Milk Storage
Each employee is responsible for proper storage of her milk using either a PWCS provided refrigerator, if one is available at their site, or her own personal storage cooler, if a designated refrigerator is not available. To avoid contamination, breast milk should not be stored in a multi-use refrigerator.

Further questions regarding this policy should be directed to sparksdj@pwcs.edu.