



NURSING MOTHER PROGRAM

The Nursing Mother Program provides for a clean, private space for nursing mothers to express milk, as space allows.

ELIGIBLE EMPLOYEES:

All employees are eligible to apply for the Nursing Mother Program.

RESPONSIBILITIES/PROCEDURES:

- | | |
|------------------------|--|
| Employee | Submits to supervisor a completed "Application For Nursing Mother Program" (attached) requesting private space to express milk. |
| Supervisor | Reviews request and identifies available clean, private space for nursing mothers. If space is not available, the supervisor will advise the employee in writing that there is not adequate space at the facility to accommodate the requests. If the supervisor denies the employee's request, the supervisor must forward the employee's request along with the reason for denial. |
| Department Head | A Department Head shall review all requests which are forwarded by the supervisor and will approve or deny the employee's request. In all cases, the Department Head's decision is final and is not grievable. |

**APPLICATION FOR
NURSING MOTHER PROGRAM**

EMPLOYEE:

Name: _____

Work Location/Department: _____

Work Phone: _____

I request space under the Nursing Mother Program. I propose the following space and, if necessary, the scheduling time(s) the space will be needed.

Signature: _____ **Date:** _____

SUPERVISOR:

Approve Employee's Request

Deny Employee's Request

If employee's request is denied, please explain:

Supervisor may also recommend available alternate space below:

Signature: _____ **Date:** _____

DEPARTMENT HEAD:

Approve Employee's Request

Deny Employee's Request

Signature: _____ **Date:** _____