



LACTATION RESOURCES

Lactation Room Locations

There are lactation rooms located across campus. Two buildings offer weekend and after-hours Lactation Rooms: the MSU Union Building and the MSU Main Library. If you are on campus during the weekend or after-hours and may need a Lactation Room, please feel free to utilize these two locations. Prior to use, please be sure to check with the location regarding their hours.

[View Lactation Map Here](#)

New Federal Laws Protecting Pregnant and Breastfeeding Employees

For more details on the Pregnant Workers Fairness Act (PWFA) and how to request an accommodation, please view the:

- [New Federal Laws Protecting Pregnant and Breastfeeding Employees page](#)
- [Guidelines: Reasonable Accommodation Procedures for Pregnant Employees](#)
- [New Employment Law Protections for Pregnant Employees: What does this mean for me?](#)

Employee Responsibilities

Communication with Supervisors

Employees who wish to express milk during the work period should keep supervisors informed of their needs to leave at other than break times so that appropriate accommodations can be made to satisfy the needs of both the employee and the university. Ideally the conversation should occur, and arrangements should be made prior to the employee's parental leave.

Maintenance of Milk Expression Area

While custodial staff are responsible for cleaning and maintaining space according to set guidelines, lactating employees are also expected to help keep milk expression areas clean after use. This responsibility extends to both the designated milk expression area, as well as the other areas where expressing milk will occur.

Milk Storage

Employees should label all milk expressed with their name and date collected. Expressed milk can be stored in departmental refrigerators if available. Each employee is responsible for proper storage of their milk using the departmental refrigerator and/or personal storage coolers.

Room Access

Employees may need to request keys or room access from the designated building contact person when locked. When more than one lactating employee needs to use the designated lactation room, employees can use a sign-up sheet/calendar provided by the room contact person to schedule and arrange for milk expression times.



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MSU Lactation Guidelines

In recognition of the well-documented health advantages of lactation for infants and parents, and in compliance with provisions of the Affordable Care Act, MSU provides a supportive environment to enable lactating parents to express their milk during work hours. The following work/education support guidelines are to be communicated across campus to all current employees and should also be included in employee orientations.

University Responsibilities

Applies to all MSU employees

For up to one year after the child's birth, any MSU employee who is breastfeeding will be provided reasonable times and locations to express milk. Employees will be provided with a place to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

Milk Expression Breaks

Non-Exempt Employees: Non-exempt employees may take reasonable break time each time such employee has need to express milk. Breaks of more than 20 minutes in length will be unpaid, and recorded on timesheets where appropriate. The only exception is when an employee receives permission to work during the break; in that case, they must be paid.

Exempt Employees: Exempt employees may take reasonable break time each time such employee has need to express milk. Because the salaries of exempt employees are not deducted because of the variations in the quality or quantity of work, when exempt employees take pump breaks, their salaries may not be reduced to reflect this break time.

A Place to Express Milk

The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee's use, it must be available when needed by the employee in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient, provided that the space is shielded from view and free from any intrusion from co-workers and the public. The minimum room recommendations are as follows: 4'x 5' private space (Business Case for Breastfeeding, 2017), locked door, comfortable chair, electrical outlet, access to a sink, adequate lighting, and ventilation.

Lactation Equipment

MSU does not provide equipment. Employees/lactating parents are responsible for their own equipment. Consult your health insurance policy for pump coverage.

Staff Support

Once informed, supervisors must support and make information available to pregnant and lactating employees about the university's worksite lactation support program, and for discussing practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for lactating employees.

Request an Accommodation

MSU is committed to providing reasonable accommodations to qualified employees who have known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation would cause an undue hardship.

To request an accommodation or inquire about a possible accommodation, contact MSU's designated Accommodations Specialist at WorkplaceAccommodations@hr.msu.edu

Lactation Links

Lactation Resources →

Hale Publishing provides several resources about lactation. One of the most popular publications is “Medications & Mothers’ Milk.”

Department of Labor Fact Sheet #73 – Break Time for Nursing Mothers under the FLSA →

This fact sheet provides general information on the break time requirement for lactating parents in the Patient Protection and Affordable Care Act (“PPACA”), which took effect when the PPACA was signed into law on March 23, 2010 (P.L. 111-148). This law amended Section 7 of the Fair Labor Standards Act (FLSA).

International Lactation Consultant Association →

The International Lactation Consultant Association® (ILCA®) is the member association for International Board Certified Lactation Consultants® (IBCLC®) and other healthcare professionals who care for breastfeeding families. ILCA membership is open to all who support and promote breastfeeding. Members may join at any time and do not need to be an IBCLC in order to be a member. Members are also able to find a lactation consultant here.

Michigan Breastfeeding Network →

The mission of MIBFN is to optimize state and community support of lactation by leading collaborative actions for advocacy, education, and coalition building. The organization offers several resources and an “Anytime, Anywhere Project” to support breastfeeding. They also publish a handout called “How Lactation Support Benefits Employers.”

Capital Area Breastfeeding Coalition →

The Capital Area Breastfeeding Coalition helps foster lactation in and around Lansing, Michigan. The coalition is one of a number of organizations under the statewide Michigan Breastfeeding Network.

General Lactation Information (The Bump) →

The information you need to know now, when it comes to lactating to feed your baby. Get tips on prepping, pumping, managing feedings while traveling with your little one, and much more.

La Leche League →

The mission of La Leche League is to help parents worldwide to lactate through parent-to-parent support, encouragement, information, and education, and to promote a better understanding of lactation as an important element in the healthy development of the baby and caregiver.

The Business Case for Breastfeeding →

A comprehensive program that is designed to educate employers about the value of supporting lactating employees in the workplace. They also offer The Business Case for Breastfeeding: Employees’ Guide to Breastfeeding and Working, a downloadable toolkit for lactating parents going back to work after parental leave.