Lactation Support in the Workplace
Information for UCSF Supervisors and Managers

As a manager, you hold a significant responsibility in an employee’s successful transition from maternity leave to work.

A supportive supervisor and manager are open to discussing topics including time, space, scheduling, communication, and resources associated with lactation accommodation. Making it possible for employees to provide milk while returning to work will help them feel happy to work for UC San Francisco and more relieved leaving their baby at home.

Lactation and providing milk is a personal choice. We encourage managers and supervisors to talk about this subject only when the employee, who is continuing to provide milk while returning to work, brings up the topic themselves. When approached, supportive managers are available to:

**Discuss available space for expressing breast milk.**

- UC San Francisco supports nursing mothers returning to work and offers a Lactation Accommodation Program providing clean, and comfortable lactation rooms and access to information on supplies, related policies, and resources for support. UCSF Lactation rooms are equipped with hospital grade breast pumps.
- Know where the closest lactation rooms are in your building, and in nearby buildings. Know where to find the list of lactation rooms: [http://tiny.ucsf.edu/UCSFpump](http://tiny.ucsf.edu/UCSFpump)
- If a lactation room is not convenient, provide a private and clean room with an electrical outlet for an electrical pump. The room must have a privacy lock from the inside, and free from intrusion.
- Employees should never be asked to express milk in a restroom, supported by UC and CA state laws. Breast/chest milk is food, and restrooms are an unsanitary place to prepare food. In addition it is prohibited by the Department of Labor Wage and Hour Division.

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Discuss the work schedule and timing of breaks.

- Most nursing individuals need 2-3, 15-50 minute breaks to express milk. Keep in mind the time it takes to get to and from the nearest lactation room, prepare pump parts, and washing of parts.
- Talk about how to schedule pumping time in between work, during lunch breaks, or working earlier/later. If you have further questions, please contact their HR representative.
- Please understand that each individual has a unique situation.

Know what to share with co-workers.

- Some employees want to keep their lactation information private, therefore only inform staff on a need-to-know basis.
- Encourage your employees to be open minded and honest. People are more eager to support each other if they know why they are being asked to help.
- Let employees know that human milk is not only the healthiest choice for mothers and babies, it also helps lower UCSF’s health care costs.

Know where to find UC San Francisco’s resources available to the employee.

- Find information on breastfeeding policies and resources on the Lactation Accommodation Program website: http://tiny.ucsf.edu/UCSFpump
- Mention the UCSF Women’s Health Resource Center as a resource: http://whrc.ucsf.edu/whrc/
- Direct employees to myfamily.ucsf.edu to learn about family resources at UCSF and in the community including the lactation accommodation program, information for new and expecting parents, child care, sitter referrals, parent education events, and more.

Contact us:
lactationprogram@ucsf.edu
415.502.3154