

## **Campus Lactation Room Information**

### **Purpose**

Edison State College supports the health and well-being of all employees and their infant children by providing a workplace environment that accommodates the needs of nursing mothers.

### **Lactation Rooms**

Edison State College has designated a private and sanitary location on each campus with a comfortable chair, table and electrical outlet. Employees are responsible for keeping the room clean for the next user. If employees prefer, they may use their own private office, or another comfortable location agreed upon in consultation with their supervisor.

Designated lactation rooms are located at:

Charlotte Campus:                      Building F, Room 103

Collier Campus:                         Building F, Room 219

Hendry/Glades Center:                Building A, Room 102A

Lee Campus:                              Building O, Room 221

Employees and students wishing to use a lactation room may contact Public Safety at:

Collier Campus x3939

Lee Campus x1203

Charlotte campus employees (and students) may contact Kirsten Thompson at (941) 637-5664 preferably 24 hours prior to requiring access.

Hendry/Glades Center employees (and students) may contact Jennifer Lingo at (863) 674-0408 preferably 24 hours prior to requiring access.

### **Reasonable Break Times**

The College is committed to providing employees flexible and reasonable breaks for this purpose in accordance with the Fair Labor Standards Act. Employees must keep their supervisor informed of their needs so that appropriate accommodations can be made with minimal disruption for the

employee and department. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact Human Resources.

### **Lactation Room Information**

Lactation Room information will be posted on the Human Resources website at <http://www.edison.edu/humanresources/> and shall be disseminated to new employees who attend new hire orientation. Information about lactation rooms shall also be provided to employees prior to their scheduled family leave.

*\*\*Students may also use the lactation rooms as long as it does not interfere with employee use as mandated under the law.*

*01/01/2012*