


# Employee Lactation Support

	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	104.2
	<b>Content</b>	LDH policy on supporting lactating employees in accordance with federal and state regulations
	<b>Effective Date</b>	November 30, 2023
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LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

## I. STATEMENT OF POLICY

### A. Purpose

1. The Louisiana Department of Health (LDH) recognizes that conditions in the workplace have a substantial effect on breastfeeding initiation and duration.
2. The purpose of the Employee Lactation Support policy is to improve the initiation and duration of breastfeeding for lactating employees at LDH.
3. LDH established this policy to ensure that every lactating employee at LDH has access to private space and time for expressing milk upon returning to work, and for up to one year after their child’s birth.

4. Under the Fair Labor Standards Act, employees who telework are eligible to take pump breaks on the same basis as other employees.
- B. Statutory or Regulatory Authority
1. Act No. 269 of the 2011 Louisiana Legislative Session
  2. Fair Labor Standards Act, 7(r) as amended by the Affordable Care Act, P. L. 111-148
  3. Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), P. L. 117-3280

## **II. GENERAL POLICY PROVISIONS**

- A. The lactating employee is responsible for informing their supervisor in writing of their need to pump and communicating with their supervisor regarding time needed for expression of milk and related activities such as clean up and proper storage of milk.
- B. LDH agencies shall provide a private and sanitary area for pumping milk, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.
- C. At a minimum, this location shall be equipped with
1. An electrical outlet
  2. A chair
  3. A workstation and/or small table
  4. A lock and/or sign to put on the door when in use
  5. A lamp if the space has automatic lights.

## **III. TIME TO EXPRESS MILK**

- A. Lactating employees shall be provided with a reasonable amount of break time for milk expression each time such employee has a need to express the milk. Supervisors shall make every effort to accommodate the employee's legitimate need for time to express breast milk, and to perform related activities such as milk storage and clean up. LDH agencies shall consider reasonable break time for expressing milk to be working time.
- B. Maintenance and scheduling the room for use is the responsibility of employees, supervisors and building managers. When more than one lactating employee needs to use the designated lactation space, employees may use a sign-in log or similar system

to negotiate milk expression times that are most convenient and/or best meet their needs.

#### **IV. STORAGE OF EXPRESSED MILK**

Employees shall be responsible for appropriate storage of their expressed milk including marking all bottles for storage with their name. Options for employee milk storage include the following:

- A. Bringing a labeled ice chest daily for storage during the workday in their assigned workspace
- B. Storing expressed milk in a bag that is labeled with their name and placed in a shared refrigerator or designated lactation refrigerator, if available.

#### **V. VIOLATIONS**

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

#### **VI. REFERENCES**

Act No 269 of the 2011 Louisiana Legislative Session  
Fair Labor Standards Act, 7(r) as amended by the Affordable Care Act, P. L. 111-148  
Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), P. L. 117-3280

#### **VII. REVISION HISTORY**

<b>Date</b>	<b>Revision</b>
5/19/2015	Policy created
1/28/2020	Housekeeping Changes (Pages 1-2) Removed references to DHHNet
11/30/2023	Policy revised
11/7/2024	Policy reviewed
8/27/2025	Policy reviewed
10/8/2025	Housekeeping Changes (Page 2 – <b>General Policy Provisions - B</b> )