

The City of Tulsa Support of Nursing Mothers Procedures

Notification

It is the responsibility of the employee to notify FMLA representatives in Human Resources or City Medical that she is a nursing mother who has a need to express breast milk during the work day. Upon notification by the employee, FMLA personnel, City Medical personnel, and the supervisor shall work together to ensure that appropriate accommodations are made to satisfy the needs of both the nursing employee and the City. This includes review of policy and possible breastfeeding benefits.

Flexible Breaks

Nursing employees may use their normal meal and break times to express milk during work hours. For time above and beyond normal break times an employee may utilize vacation or compensatory leave or, with the approval of her supervisor, may be allowed to make up the time during the same day or work week. Employees who do not have leave available, may use unpaid personal leave (APL) for time beyond the normal break and meal times. Departments are encouraged to cooperate and be flexible in scheduling meal and break times to accommodate a nursing employee's need to express breast milk.

Location

In conjunction with Asset Management personnel, Departments are responsible for reviewing their facility for suitable space to be used for this purpose and providing this list to the FMLA section of Human Resources. Human Resources staff may inspect this space at any time to determine if it meets the requirements of this policy. A list of approved locations will be made available to breastfeeding employees upon request.

The room will be private, sanitary (not a bathroom), have reasonable proximity to the nursing mother's work area, have reasonable proximity to a sink with running water, and have an electrical outlet, clock, table, and chair. If the employee prefers, she may also express milk in her own private office or in other comfortable locations agreed upon in consultation with the employee and the employee's supervisor.

Designated rooms do not need to be set aside exclusively as a lactation area; however, the room must be made available within a reasonable period from which the nursing mother requests to use the room to express milk. Nursing mothers shall be provided a door tag and notices shall be placed in these locations to notify other employees that nursing mothers have priority over other employees in the use of the rooms.

In the event more than one nursing employee needs to use the same room for expressing breast milk, the employees shall communicate and negotiate with each other to determine the break times that will best meet their needs.

All employees are responsible for keeping any common room clean for the next user. Disinfectant wipes, paper towels, and trash cans will be made available for use in the rooms while designated as a nursing/lactation room.

Any breast milk that is stored in a refrigerator used by other employees must be labelled with the employee's name and date. In locations where a refrigerator is not readily available, other arrangements will be made at the request of the employee and discussion with FMLA personnel.

Please contact FMLA or City Medical prior to maternity leave for more information about the designated room at your worksite and breast pump/lactation consultation benefits.

FMLA 918-596-7432,
FMLA@cityoftulsa.org, or
City Medical 918-596-7075,
citymedical@cityoftulsa.org



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for a
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