



ADMINISTRATIVE REGULATION (AR)

Nursing Mothers (Revised from City AR-00034) FESSAM #7A.3 Effective: 01/01/2016

I. SCOPE:

This Administrative Regulation applies to all LFRA employees including Regular, Temporary, and Seasonal.

II. PURPOSE:

This Administrative Regulation ensures that all LFRA employees promote an environment where breastfeeding is supported and provisions are made for mothers who choose to continue to express breast milk for nursing their child(ren) after returning to work at LFRA.

III. DEFINITIONS:

- Not applicable

IV. POLICY:

Employees shall be allowed a flexible schedule for nursing or expressing breast milk up to two (2) year's after their child's birth. If additional time exceeding normal breaks and/or meal periods is needed, the supervisor and employee will agree upon a plan which might include the employee's use of accruals, or flexing time such as coming into work earlier or leaving later as such additional time is unpaid.

LFRA will make reasonable efforts to provide a room or other location, other than a restroom, in close proximity to the work area. Reasonable efforts do not extend to efforts that would cause undue hardship to LFRA.

Basis For Mandate:

- Colorado Workplace Accommodations for Nursing Mothers Act of 2008, C.R.S. § 8-13.5-101, *et seq.*
- Patient Protection and Affordable Care Act of 2010, 29 U.S.C. § 7(r).

V. PROCEDURE:

An employee shall notify her supervisor and Human Resources of the need to express breast milk for nursing her child.

Reasonable efforts will be made to provide a private space (other than a restroom) for employees that has:

- a. Electrical outlet for a breast pump;
- b. Table and comfortable chair with armrests; and
- c. Sink nearby



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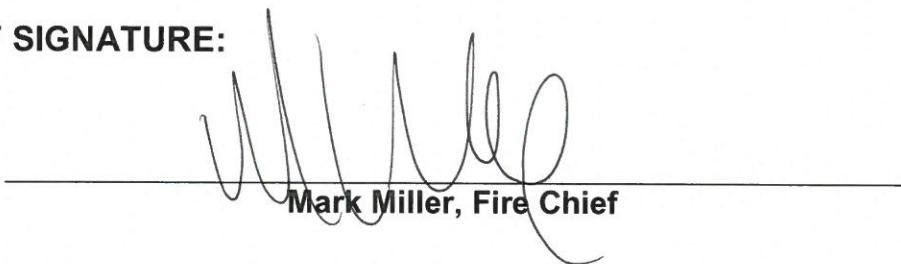
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An employee may temporarily store her breast milk on the premises. A refrigerator may be available for safe storage of breast milk. An employee must provide her own containers and label the container with her name and the date. If a refrigerator is not available, an employee may need to bring in a small ice chest/cooler for storing breast milk.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

- Not applicable

VII. LFRA FIRE CHIEF SIGNATURE:

A handwritten signature in black ink that reads "Mark Miller, Fire Chief". The signature is fluid and cursive, with a horizontal line extending from the left side of the name to the right.