

## Georgia Employer Lactation Accommodation Policy

Does your worksite have a breastfeeding policy? If so, when was the last time you reviewed and revised your policy? Below is a handy checklist to assess your current policy. This checklist is based on state and federal laws that apply generally to private employers in Georgia.

### General Statement

- ✓ Policies should state the employer is committed to providing accommodations for employees who express breast milk during the workday.
- ✓ Policies should state that employer does not discriminate against employees who express breast milk during the workday or request reasonable accommodations to express breast milk during the workday.
- ✓ Policies should state that employer complies with federal, state, and local laws regarding sex discrimination and breastfeeding accommodation.

### Lactation Break Periods

- ✓ Policies should state that employees are permitted to take reasonable breaks during the workday to express breast milk.
- ✓ Policies should inform employees that lactation breaks are paid and that they are not required to use accrued leave for lactation.
- ✓ Policies should state that lactation breaks are not paid when employees are working away from their regular worksite.
- ✓ Policies should describe how employees can request reasonable accommodations under an employer's disability accommodation policy.

### Lactation Facilities

- ✓ Policies should describe the location of the lactation room and list the supplies available to employees in the lactation room.
- ✓ Policies should specify any equipment that is not provided, such as breast pumps.
- ✓ Policies should explain how employees can schedule lactation breaks and reserve use of lactation facilities.
- ✓ Policies should describe how and when lactation facilities are cleaned.



## Additional Resources

- ✓ Policies should identify any additional employer-provided resources.

## Policy Distribution

- ✓ Policies should be included in employee handbooks.
- ✓ Policies should be posted on employers' internal websites, when possible.
- ✓ Policies should be distributed to new employees and to employees who inquire about lactation accommodations.
- ✓ Policies should be reviewed, updated (if necessary) and communicated to employees every two years.

For more information or support with policy review, please [contact](#) the breastfeeding team at G-SPAN. Email: [gpanatghpc@gsu.edu](mailto:gpanatghpc@gsu.edu)