

## **UIC Lactation Procedures**

Under the University's Lactating Parent Policy any employee or student who is a lactating parent is granted break time to pump and/or breastfeed during their work/school day without negatively impacting their salary, position or educational status. Private lactation spaces are available on campus for any lactating individual. The following procedures provide a step by step guide for employees or students who are interested in utilizing lactation breaks.

### **Lactation Policy:**

- [Lactation Policy](#)

### **Lactation Form:**

- [Employee Lactation Request Form](#)
- [Student Lactation Request Form](#)

### **Step 1: Fill out the Lactation Request form**

Please submit the Lactation Request form in advance of returning to work. If you have already returned to work, please submit the form as soon as you can

### **Step 2: OAE approval**

The form is automatically sent to the Office for Access and Equity upon completion. Once it is received, an OAE team member will reach out to you to ask you any follow up questions and provide you with an approval letter to share with your supervisor or instructor.

### **Step 3: Prepare to meet with your supervisor or instructor**

Reach out to your supervisor or instructor to schedule time to discuss your pumping plan. If you are an employee, you should prepare for your meeting with your supervisor by identifying your preferred lactation break times, frequency of breaks, length of breaks, and location. If you are a student, you should prepare for your meeting with your instructor by identifying your preferred lactation break time and length of break. As a student you may also want to consider a plan for making up any missed work. You may review current lactation rooms here when determining the closest location.

### **Step 4: Meet with your supervisor or instructor**

The purpose of this meeting is to identify an agreed upon lactation schedule as well as a plan to make up any missed work as a student, or provide coverage of work for an employee. During the meeting you should share the approval letter from OAE as well as the lactation policy. If you need additional support during this meeting please contact the Office for Access and Equity.

### **Step 5: Begin lactation schedule**

Follow the lactation schedule that you've developed with your supervisor/instructor. If your lactation room is in need of cleaning please fill out this [form](#) on the Facilities Management site or call (312)996-7511. If you need to make changes to your lactation schedule, please communicate those changes directly with your supervisor/instructor. If you believe you are

experiencing discrimination or harassment due to being a lactating parent please contact the Office for Access and Equity.

**Step 6: Extension request**

This policy grants break time for lactating individuals for up to one year after giving birth. An individual may choose to stop pumping at any time prior to one year. If an individual would like to continue pumping beyond one year they should send an extension request to their supervisor and OAE. The supervisor should review, consult with OAE, and approve the request as long as doing so will not create an undue hardship for the department.

**Supervisors Role In Process:**

Supervisors are encouraged to review UIC's Lactation Policy and work directly with their employee to provide reasonable break times for lactation purposes. If there are concerns or barriers to providing lactation breaks for employees, supervisors should meet with OAE to ensure there are no violations of the University's Lactation Policy.

**Reporting Harassment or Discrimination:**

Any individual who is pumping on campus should be able to do so in an environment free from harassment or discrimination. This includes, but is not limited to, making unwanted comments about pumping/breastfeeding, reducing hours, forcing an individual to pump in an unsanitary space or not respecting the schedule that was mutually agreed upon. If you believe you are being discriminated against please contact the Office for Access and Equity.