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THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 5-149

1 May 2024

MOTHER-FRIENDLY EMPLOYER POLICY

1. PURPOSE

The Citadel recognizes the importance of supporting employees who choose to breastfeed. The following policy is in accordance with the break time requirement for nursing mothers in the Patient Protection and Affordable Care Act (P.L. 111-148) which amended Section 7 of the Fair Labor Standards Act.

2. REFERENCE

[Section 7\(r\) of the Fair Labor Standards Act](#)

3. DEFINITIONS

N/A

4. POLICY

In accordance with the Patient Protection and Affordable Care Act, The Citadel provides reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk. The Citadel is not required to compensate employees for break time to express breast milk.

In addition, The Citadel provides places, other than a bathroom, that are shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

A. Accommodations.

1. The Citadel provides the following space(s) to be used for breastfeeding and/or the expression of milk:
 - a. The Citadel Human Resources Department located 1st floor of the HR Service Center.

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- b. Capers Hall on the 3rd floor room 3117A.
 2. Keys to the Human Resources room is available at the front desk. The Capers Hall room is always available and unlocked.
 3. The rooms may be locked from the inside to ensure privacy. When a designated lactation room is not available for use, temporary “in-use” signage may be provided to the employee mother for vacant rooms that are not in usage. These alternate rooms will meet the requirements of the Act (i.e. they will not be a bathroom, and they will be shielded from view and free from intrusion).
 4. When travelling on official business, The Citadel will reimburse full-time employees for associated shipping charges.
- B. Flexible Break Times.
1. Nursing employees should discuss with their supervisors and, Human Resources, if needed, what they expect they will need in terms of frequency, duration, and timing of breaks to express milk. The Citadel should attempt to provide reasonable break time to accommodate their needs. The goal of discussing the nursing employees’ needs with their supervisors and Human Resources, if needed, is to develop shared expectations and understanding of what will constitute a reasonable break time and how to incorporate the breaks into the work day for each individual employee based on her individual needs.
 2. Employees should immediately contact Human Resources if their immediate supervisor does not allow reasonable breaks or if their department does not make arrangements for reasonable breaks in accordance with this policy.
- C. Procedures.
1. Nursing employees should contact their supervisor and Human Resources, if needed, to request reasonable breaks to express breastmilk to make arrangements for reasonable breaks in accordance with this policy.
 2. Supervisors who receive a lactation accommodation request should make reasonable efforts to provide appropriate break time based on the individual employee’s needs.

If nursing employees and/or their supervisors have questions regarding this policy or providing reasonable break periods in accordance with this policy, they should contact Human Resources.
 3. Nursing employees may obtain keys to the lactation rooms at the front desks of both The Citadel Human Resources Department and the Daniel Library.

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4. The nursing employee may store expressed milk, properly labeled, in any refrigerator reasonably available to that employee's work location. If no refrigerator is available, nursing employees are permitted to bring an insulated food container to work to store the milk while at work.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 1 May 2024

B. Responsible Department:

Human Resources

C. Responsible Official:

Benefits Manager

D. Cross References:

N/A

7. RESCISSION

All previous versions of this Memorandum are rescinded.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

PREETHI SAINT
Colonel, SCM
Chief Financial Officer & Vice President