

In accordance with legal requirements and College policies, Lansing Community College provides a supportive environment for employees who elect to express their milk during work hours, and expects that all employees will assist in providing a positive atmosphere of support for employees who elect to do so.

### **Milk Expression Breaks**

The College is required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

Employees (including student employees) may use their paid breaks and/or unpaid lunch periods for the purpose of expressing milk.

### **Lactation Rooms**

The College has identified several rooms that can be used for breast milk expression. These rooms meet statutory requirements and may be used by students and employees. Room locations follow:

#### **Downtown Campus**

- University Center – Room UC 107 ( x9770)  
Contact: Patricia Spagnuolo x1672
- Washington Court Place – Room 112  
Contact: LCC Police and Public Safety x1800

#### **West Campus**

- Contact David Stowell x1319  
Backup: Joyce Werner x1364

#### **LCC East**

- Contact Lynda Waldecker x1863

#### **LCC North**

- Conference Room 1  
Contact: Luanne Bibbee at 989-224-2017

#### **Livingston Center**

- Room B102  
Contact: Barbara Line 517-545-3522

*\*\*\*If the listed contact is unable to be reached, call LCC Police and Public Safety at x1800.*

It is recommended that lactation room accommodations are made prior to maternity leave.

### **Milk Storage**

Expressed milk can be stored in college refrigerators or in an employee's personal cooler. Employees storing milk should label expressed milk with their name and date collected. Each employee is responsible for proper storage of her milk.

**Contacts:**

For questions related to break times, contact James Mitchell (x1673) or Lori Willett (x1979) in Human Resources.

For questions related to room locations or facility issues, contact Administrative Services at 483-1808.