

## **Campus Lactation Room Information**

### **Purpose**

Florida SouthWestern State College supports the health and well-being of all employees and their infant children by providing a workplace environment that accommodates the needs of nursing mothers.

### **Lactation Rooms**

Florida SouthWestern State College has designated a private and sanitary location on each campus with a comfortable chair, table and electrical outlet. Employees are responsible for keeping the room clean for the next user. If employees prefer, they may use their own private office, or another comfortable location agreed upon in consultation with their supervisor.

Designated lactation rooms are located at the following locations with phone extensions in parenthesis:

**Charlotte Campus: Building F, Room 103.** Keys for the lactation room are held in the Office of Adaptive Services (55626), and with Public Safety (55608).

**Collier Campus: Building J, Room 211.** Keys for the lactation room are held in the Office of Adaptive Services (33930), the Campus Dean's Office (33953), and with Public Safety (33712).

**Hendry/Glades Center: Building A, Room 117C.** Keys for the lactation room are held at the front desk of Building A (66000).

**Thomas Edison Campus: Building O, Room 221.** Keys for the lactation rooms are held in the Office of Adaptive Services (16654), Human Resources (11293), with FSW's Equity Officer (11051), and with Public Safety (11203).

### **Reasonable Break Times**

The College is committed to providing employees flexible and reasonable breaks for this purpose in accordance with the Fair Labor Standards Act. Employees must keep their supervisor informed of their needs so that appropriate accommodations can be made with minimal disruption for the employee and department. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact Human Resources.

## **Lactation Room Information**

Lactation Room information will be posted on the Human Resources website at <http://www.fsw.edu/humanresources/> and shall be disseminated to new employees who attend new hire orientation. Information about lactation rooms shall also be provided to employees prior to their scheduled family leave.

*\*\*Students may also use the lactation rooms as long as it does not interfere with employee use as mandated under the law.*

*01/01/2012, 10/5/2017*