



APPROVED

Administration Council

13 February 2014

GUIDELINES ON THE USE OF LACTATION STATIONS

Rationale

The University recognizes and supports Republic Act 10028 on the “Expanded Breastfeeding Promotion Act of 2009,” that requires that lactation stations be set up and lactation breaks in workplaces be provided.

For this purpose, Lactation Stations shall be set up in the Taft campus and at the Science and Technology Complex of the University.

These Guidelines on the Use of Lactation Stations are being issued to regulate the use of these facilities.

Principles

1. A nursing mother shall be granted reasonable break time during the day for the purpose of expressing milk at a private facility on campus that is designated as the Lactation Station.

Policies

2. Use of Lactation Stations
 - 2.1 The Lactation Stations are open exclusively to nursing mothers. They may be employees (i.e. Teaching Faculty, ASF, APSP, and CAP), contractual and concession personnel (e.g. maintenance, facilities, security, and canteen), students, and visitors of the university.
 - 2.2 Nursing mothers may use the Lactation Stations up to two (2) years after giving birth. Beyond this period, nursing mothers shall request the Health Services Office (HSO) to issue a Medical Validation of the need to continue using the Lactation Station and accomplish a second Registration Form that is valid for another two years without further extension.
 - 2.3 The HSO will be in-charge of the operations of the Lactation Stations. They will be open from 06:00am to 9:30pm, Mondays to Fridays, and from 06:00am to 3:00pm on Saturdays. The nurse-on-duty will ensure that facility is always locked and will be responsible in granting access to the nursing mothers.
 - 2.4 The use of the Lactation Stations shall be for a maximum of thirty (30) minutes for every session.
 - 2.5 Nursing mothers are required to observe privacy, cleanliness, and discreetness to maintain a conducive and comfortable environment inside the Lactation Station. Mobile phones and other similar electronic gadgets should be placed in silent mode while inside the facility.



3. Lactation break

- 3.1 Employees shall be entitled to time-off of sixty (60) minutes for every eight (8) hour working period apart from her usual break time allotted for eating meals. As such, the nursing mother may be allowed 2 to 3 lactation breaks lasting 15 to 30 minutes within a workday.
- 3.2 It is the responsibility of the employee to make the appropriate arrangements with her immediate supervisors and to notify them before leaving the work station. The break intervals include the time it takes for the nursing mother to get to and from the work station to the Lactation Station.
- 3.3 Teaching faculty and students are encouraged to schedule their use of the Lactation Station around class hours. The nursing mother may not use the lactation break as an excuse for tardiness or absence in class.

Procedures

4. Enrollment (One-Time)

- 4.1 Nursing mothers shall undergo a one-time enrollment, free of charge, by accomplishing the Use of Lactation Station Enrollment Form from the HSO and securing approval, as follows:
 - 4.1.1 For employees, from the Head of Office;
 - 4.1.2 For contracted personnel, from the Head of Office supervising the services;
 - 4.1.3 For concession personnel, from the Office of the AVP for Campus Services (OAVPCS); and
 - 4.1.4 For students, from the Office of the Dean of Student Affairs
- 4.2 Nursing mothers shall submit the approved enrollment form to the HSO and present the original copy of the Birth Certificate in order to be included in the Lactation Station registry. The enrollment is valid for two years.
- 4.3 Visitors intending to use the Lactation Station need not undergo enrollment. It is assumed that she will not use the facility on a regular basis.

5. Registration (Per Use)

- 5.1 The nursing mother shall inform the HSO at least ten (10) minutes before the lactation break her intention to use the Lactation Station in order to ensure that she can be accommodated at that particular time.
- 5.2 The nursing mother will proceed to the HSO to register her arrival time with the nurse-on-duty who shall give access to the Lactation Station.



- 5.3 The nursing mother shall ensure that breastfeeding equipment (i.e. pumping kits) used to collect milk shall be unplugged immediately after use. She shall ensure that containers of the collected milk are properly labelled before storing this in the refrigerator inside the Lactation Station.
- 5.4 After the lactation break, the nursing mother will return to the HSO to register her departure time with the nurse-on-duty.
- 5.5 The nursing mother should retrieve her containers of collected milk from the Lactation Station before leaving the campus. The nurse-on-duty will dispose every day after 09:30pm all collected milk from containers left behind in the Lactation Stations.

These Guidelines on the Use of Lactation Stations shall be effective beginning 01 March 2014 and may be revised from time to time, as necessary.