

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

1 November 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Lactation Accommodation Policy (HRO Policy Letter 13-00 I)

1. REFERENCES.

- a. United States Code: Title 29 Section 207, Chapter 8, Para R, Section I (29 USC 207 (r) (1)).
- b. Air Force Instruction 44-102, Chapter 4, Section 4.16.
- c. Army Female Soldier Readiness Guide.
- d. Nursing Mothers - Ohio DAS, Directive No. HR-D-16.

2. PURPOSE. This policy letter permits nursing mothers the option to take reasonable breaks in order to express milk in compliance with the Fair Labor Standards Act (FLSA). The Ohio Adjutant General's Department and the Ohio National Guard are committed to supporting our working mothers who choose to breastfeed their infants.

3. Supervisors shall designate an acceptable area that is, shielded from view and free from intrusion, in compliance with the requirements listed below. The location must be available whenever a nursing mother has the need to express milk however, is not required to be exclusive for that purpose. If the location is a joint use location, priority shall always be given to the nursing mother. Whenever practical, the location of the lactation room should be widely known.

4. The lactation area must meet the following requirements:

- a. Bathrooms are not acceptable.
- b. Is equipped with an electrical outlet.
- c. In reasonable proximity to the nursing mother's work area.
- d. In reasonably close proximity to a clean sink.

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- e. Has seating and a table or flat surface.
- f. Has a door that is able to be securely locked from the inside.
- g. Has a "DO NOT DISTURB" sign available.

4. **Duration.** For up to one year after the child's birth, a nursing mother will be provided a "reasonable break time" and a more flexible approach in scheduling her break times to express milk. Each Supervisor of a nursing mother shall:

a. Cooperate with nursing mothers, in scheduling normal paid break times (two 15 minute periods during each 8 hour work day).

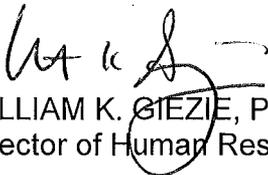
b. If the normal break times are not adequate, allow nursing mothers the option of a flexible work schedule to use accrued paid leave (vacation, personal, compensatory time) for their reasonable break times.

c. If a nursing mother chooses not to flex her schedule or has no accrued paid leave, allow them to take unpaid leave each time she has the need to express milk.

d. Unpaid leave shall not be counted as hours worked and may impact other employment benefits.

5. For additional information, please contact the Human Resource Office at (614) 336-7061 or (614) 336-7051.

FOR THE ADJUTANT GENERAL:


WILLIAM K. GIEZIE, P.E., Col, OHANG
Director of Human Resources

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