

**[Sample Draft] Nursing Moms and Room Policy**

**Lactation**

Reaching Across Illinois Library System (RAILS) complies with all federal and applicable state laws concerning pumping or nursing employees and supports employees who want to express and store breast milk during working hours.

**Break Time for Lactation Purposes**

Employees can take reasonable [paid](#) break periods during the workday to express breast milk. Such employees can take breaks each time they need to express milk beginning from the date of the nursing child’s birth and for up to one year.

Employees can use their meal and break times for lactation purposes and will be compensated at their regular rate of pay. If employees need break time to express milk in addition to their scheduled break and mealtimes, they should discuss their need for extra paid break periods to express breast milk with their supervisors. [Employees will not be required to use paid leave during break time used for nursing.](#)

**Private Lactation Room**

For the convenience and privacy of nursing mothers, RAILS provides a lactation room that is located at [\[building/floor location\]](#). This room includes two electrical outlets, a sink, a comfortable chair and foot stool, a small refrigerator to store breast milk during work hours, markers to label bottles of expressed milk, paper towels, dish soap, hand soap, a waste basket, a dish drying rack, a clock, a storage cabinet, and a place to display and store reading materials of interest to nursing mothers. Employees must provide their own breast pumps and storage systems for their milk. The room also includes a bulletin board to display pictures of colleagues’ babies or other items to share. The door to the lactation room has functioning locks and a buzzer to alert Security in case of an emergency.

The lactation room is cleaned daily and regularly stocked with supplies by our cleaning staff. RAILS asks all employees who use the lactation room to be considerate of others by washing and storing equipment after use and reporting any maintenance problems.

To ensure privacy, nursing mothers can reserve the lactation room at a convenient break time via the RAILS’ [\[insert reservation system, such as an online reservations program\]](#). If you are unable to use the room at your reserved time, please cancel your reservation as soon as possible to make the room available to others. Any employees with concerns about making reservations during the time when they need to express milk should contact Human Resources.

Commented [MM1]: Required for each service center?

Commented [MH2]: Does RAILS provide all of this? The law requires a private space, in close proximity to the work area, other than a toilet stall.

Commented [MM3R2]: [Q&C 2/23/2026] Clarify with legal what needs to be listed here.