



**STATE OF VERMONT
OFFICE OF THE ATTORNEY GENERAL**

**Vermont Attorney General's Office
Pavilion Office Workplace Lactation Support Policy
109 State 3rd Floor Lactation Room**

It is the policy of the Vermont Attorney General's Office to provide a supportive environment to lactating employees at the workplace when possible.

1. The Attorney General's Office recognizes the benefits of breastfeeding and it is our policy to support the needs of lactating employees when they return to work.
2. Parental leave planning should address the transition from full-time parental leave to full-time work and the impact that this may have on breastfeeding. The Attorney General's Office supports flexible work schedule to accommodate lactation needs and sufficient break times to use express breast milk at work.
3. Lactating employees are allowed a flexible schedule for nursing or expressing breast milk.
4. The Attorney General's Office provides a Lactation Room¹ on the third floor of the Pavilion Building where lactating or nursing employees can:
 - i. Nurse an infant.
 - ii. Express breast milk to be stored for later use.
5. The Lactation Room is clearly marked with a sign on the exterior and is designated as a private area for nursing or expressing breast milk. The windows to the Lactation Room are covered in privacy film and the Room has accessible electrical outlets for electric breast pump use. When using the Lactation Room, please be sure to lock the deadbolt to indicate that the room is "In Use."
6. The Lactation Room is in an area where a crying infant will not be disruptive to other employees. The third-floor bathrooms are close by and provide a sink with a clean, safe water source for hand washing and rinsing out breast pump equipment. The Lactation Room contains a comfortable chair for nursing and a table.

¹ The Lactation Room is on the third floor to your left as you exit the elevators and before the doorway down the hall to the William E. Griffin CLE Room. The Lactation Room was formerly known as the Interview Room.

7. The Lactation Room can be reserved for use as a location on the State's Outlook Email Calendar system. It is listed as a location "AGO – 109 State 3rd Floor Lactation Room." Users of the room should schedule time needed in advance in Outlook Calendars. Users should strive to limit their reservations for 30 minutes blocks of time unless personal needs require more time, to ensure that all those who wish to use the room will have the opportunity to do so.
8. A small refrigerator is available in the Lactation Room and is designated for the safe storage of milk only. Lactating employees will provide their own containers and milk stored in the refrigerator should be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.

###