



# THE JOHN MARSHALL LAW SCHOOL

## Mother's Room Policy

1. **Purpose:** The John Marshall Law School recognizes the importance and benefits of breastfeeding, and understands that many women will return to work or study while they continue to breastfeed. JMLS is committed to providing mothers a private space on campus to express and store breast milk. The Mother's Room is available to students, faculty, staff, and visitors to the law school who will be expressing milk during the law school's regular hours.
2. **Location and Entry:** The Mother's Room, located in Room 1210 of the State Street building. The room will be locked at all times, but may be accessed by a key or card issued by JMLS Security at the State Street desk. The Mother's Room includes refrigerated storage.
3. **Room Usage:**
  - a. To use the room, check out the key or card at the State Street security desk. You will need to show ID (valid state ID or JMLS ID).
  - b. The Mother's Room door locks from the inside. Please turn the sign on the outside door to "In Use" and be sure to lock the door from the inside to assure privacy.
  - c. The room is available for 30-minute increments. After 30 minutes, the room will need to be made available for others who may be waiting to use it. If you need extra time, please check with State Street security.
  - d. Expressed milk must be labeled and stored in closed containers and must be retrieved the same day before 10:30 p.m. on weekdays or 9:30 p.m. on weekends. JMLS is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.
  - e. Remove all belongings before leaving the Mother's Room. Please leave the room tidy.
  - f. A washroom is conveniently located steps away from the Mother's Room.
  - g. After using the Mother's Room, please ensure that the door is locked and completely shut. Return the key or card to the State Street

security desk. Mothers are not allowed to keep the key or card, as others may be waiting to use the Mother's Room.

4. **JMLS Faculty and Staff:** All JMLS employees are provided reasonable break time to express milk for up to one year following the birth of a child. The frequency of breaks needed to express milk, as well as the duration of each break, will likely vary. Any employee taking a break to express milk must notify her supervisor that she is leaving for that purpose. The employee may use her paid break time to express milk; time required beyond paid breaks may not be compensated. The employee must return to work following break time to express milk, unless the break time to express milk is taken at the end of the day before leaving work.
5. **No Discrimination:** It is unlawful and impermissible to discriminate in any way against an employee who chooses to express milk in the workplace. Managers and co-workers are reminded to respect and be sensitive to an employee's choice to nurse.
6. **Misusing the Room:** Anyone who uses the Mother's Room for other than its intended purpose or in violation of this policy may be subject to disciplinary action and/or may lose the privilege of using the Mother's Room.

*Administrative policy adopted October 23, 2017.*