



Lactation Program

CSUF is committed to providing faculty, staff, students, visitors and job applicants with a private, secure, convenient and sanitary space to use for lactation. They are “Rejuvenation Spaces” and they are shielded from intrusion from others. At a minimum, the Rejuvenation Spaces will contain a comfortable sofa or chair, access to electricity, and a table near or attached to a chair that will support a lactation pump. Mothers expressing milk are expected to make their own arrangements for refrigeration, including sealed containers and proper storage.

I. Nursing mothers who work

Employers must provide a “reasonable break time” for nursing mothers to express milk for up to one year after their child’s birth. The frequency and duration of the breaks will vary depending on a number of factors. The time necessary to express milk includes, among other things, the time walking to and from the Space, retrieving of and setting up a pump or other supplies, washing and cleaning the pump or other supplies and storing milk.

Supervisors and managers are reminded to take necessary steps (e.g., revising staff break schedules) to ensure that normal business operations are not unreasonably disrupted as a result of providing breaks for nursing mothers to express milk.

Nursing mothers who plan to express milk while at work, prior to their return from maternity leave, need to first contact their Benefits department to discuss guidelines for expressing milk during working hours. After Benefits has been contacted, the employee should contact the Women’s Center at (657) 278-3928 for information on scheduling a Space. Nursing mothers are responsible for notifying their direct supervisor/manager if they use any additional time beyond their usual break or meal times.

- CSUF State employees: For more details on break time for working nursing mothers, refer to the CSU Technical letter HR/Salary 2011-05: Link to [“Break Time Regulation for Nursing Mothers”](#).
- ASC & ASI employees: For more details on break time for working nursing mothers, please contact your Human Resources department.

II. Scheduling

- A. The Space can be scheduled for a maximum of 30 minutes at a time unless prior accommodations are made with one of the representatives shown above.
- B. To accommodate all requests, please adhere to your allotted time scheduled. If additional time is needed, please contact your representative.
- C. Should you no longer have a need for the Space before your designated end date or should you need an extension, please notify your representative.
- D. Working mothers wishing to express milk during work hours should contact your HRDI, HR or Benefits department for details. Nursing mothers are responsible for notifying their direct supervisor/manager if they use any additional time beyond their usual break or meal times. CSUF States employees, please refer to the CSU technical letter HR/Salary 2011-05: Link to "[Break Time Regulation for Nursing Mothers](#)".
- E. All Irvine users: After signing up through your representative, on your first scheduled day to use the Space, please notify, in person, the main front desk employee at the Irvine campus about your use of the Space.
- F. You must also complete and submit a Rejuvenation Space Request Form and Use agreement at the time of your request.

III. Facilities

The University currently has designated five Spaces on the Fullerton campus and one on the Irvine campus. The building locations are listed below and are located at Link to "[Rejuvenation Spaces Map](#)". Also please see the chart and specific information regarding each Space below.

- Engineering (E)
- Facilities Management- also known as Corporation Yard or the "T" buildings (FM)
- Irvine campus (IRV)
- Langsdorf Hall (LH)
- McCarthy Hall (MH)
- Pollak Library (PLN)


INFORMATION ON REJUVENATION SPACES	GENDER-INCLUSIVE	WHEELCHAIR ASSESSIBLE
Engineering - E-107A <i>(Enter through women's restroom suite)</i>	No	No
Facilities Management - FM-C-256C <i>(Known as Corporation Yard or the "T" buildings or T-2500. Also the campus map shows the area as Corporation Yard.)</i>	Yes	No
Irvine Campus - IRV-240	Yes	Yes
Langsdorf Hall - LH-645	Yes	Yes
McCarty Hall - MH-383B <i>(Enter through women's restroom)</i>	No	Yes
Pollak Library - PLN-327	Yes	Yes

IV. Space use and cleaning

- A. If the Space is occupied during your scheduled time, please contact your representative. Should your representative be unavailable, please contact any of the other representatives listed above.
- B. If you find the Space is not clean prior to use, please notify your representative immediately for another Space. You may also contact Facilities Work Control Center at (657) 278-3494 for cleaning. Irvine users please notify the main front desk employee.
- C. No other individuals are permitted in the Space at any time, unless prior approval is given by your representative.
- D. Please remove your trash from the Space.
- E. Please ensure the door closes to secure the Space before and after each use.
- F. Please do not share the lock box code with others.
- G. The University is not responsible for lost or stolen items left in the Space.
- H. To conserve energy, please turn off the lights after each use.

V. Representatives

Please contact the appropriate representative in the table below, at least 7 days prior to your need to use the Space, if possible.

		LACTATION REQUESTS	AMERICANS WITH DISABILITIES/ DISABILITY ACCOMMODATION REQUESTS
FULLERTON CAMPUS	Students	Chalea Forgues or Vanessa Almanza Women’s Center – University Hall 205 (657) 278-3928	Darlene Serrano or Rosalind Blackstar University Hall 120 (657) 278-3112
	State Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women’s Center – University Hall 205 (657) 278-3928	Contact your search committee chair or recruiter. If unavailable, contact Alisha Brown (657) 278-2824 or Cassandra Newby (657) 278-5626 College Park 700
	ASC Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women’s Center – University Hall 205 (657) 278-3928	Bertha Leon (657) 278-4123 or Rosario Borrromeo (657) 278-4116 College Park 275
	ASI Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women’s Center – University Hall 205 (657) 278-3928	Stephanie Spencer (657) 278-7630 or Yvonne Castillo (657) 278-2384 Titan Student Union 227
	Visitors	Contact your event coordinator. If unavailable contact Chalea Forgues or Vanessa Almanza Women’s Center – University Hall 205 (657) 278-3928	Contact your event coordinator.
IRVINE CAMPUS	Students State Employees ASC Employees ASI Employees Visitors Job Applicants	Alfreda Hart or Charlene Keith CSUF Irvine Front Desk (657) 278-1601	Alfreda Hart or Charlene Keith CSUF Irvine Front Desk (657) 278-1601