

## Lactation/Quiet Rooms Room Use Guidelines

This Lactation/Quiet Room (L/QR) is provided for nursing mothers and for others requiring rest for medical reasons related to a non-contagious condition. This L/QR is for use by students, faculty, and staff of The University of Texas at Austin. This room is sponsored by the following departments: Counseling and Mental Health Services, Dean of Students, Department of Human Development and Family Services, Division of Diversity and Community Engagement, Equal Opportunity Services, Human Resource Services, Office of Sponsored Projects, Psychology Department, and University Health Services.

### Use of the Room During Work Hours:

- Remember that you need to get your supervisor's approval to be away from your work station during your usual work hours.
- If you do not want to tell your supervisor that you are using the L/QR during work hours, you will need to take accrued leave time to do so.

### Room scheduling:

- The room can be scheduled for a maximum of one hour at a time. Please do not use the room longer than necessary in order to make this available to as many people as possible.
- To sign up to use the room and to access the key, go to the HRSC service desk on the second floor of NOA, directly across from the elevators.
- The access to the room is on a first come, first served basis.
- If your need for the room conflicts with someone else, you will need to negotiate with that person about room use. We encourage open communication and flexibility so the room can be fairly utilized.

### Room Access:

- The key is located at the HRSC service desk on the second floor of NOA.
- Return the key to the designated location after use.

### Room Hours:

- The room is available for use the following hours: Monday – Friday, 8:15 a.m. - 4:45 p.m.

### Refrigeration:

- Please limit the use of the refrigerator for storage of expressed milk only.
- Put your name on the milk storage container.
- Note the hours the room is open so you can retrieve items stored in the refrigerator.

### Room Cleaning:

- Please leave the room in clean condition and notify the sponsoring department if additional cleaning is needed..

### For Additional Information:

- For further information about the campus-wide Lactation/Quiet Room project, please contact the Work/Life office in NOA 4.200 or 471-3366.