Policy Number: **7.0**
Policy Title: **Infants at Work Program**

Revision Date:
Effective Date: October 1, 2025
Authority:

PURPOSE

The Infants at Work Program is established for eligible DFA employees to bring their infant to work. This policy will provide information and instructions on how to request approval for participation in the Infants at Work Program.

ELIGIBILITY

Employees are eligible to apply if they are a parent or legal caregiver to an infant under six months of age.

POLICY

The Infants at Work Program provides a positive work environment that recognizes a parent's/caregiver's responsibility to both their job and their infant by acknowledging that when a parent/caregiver is able to stay with their infant, it benefits the family, the employer, and society.

The employee must receive approval from the DFA Human Resources Office (HR) before bringing their infant to work. Employees must submit the DFA Infants at Work Request Form to their supervisor with as much notice as possible. Applications will be reviewed on a case by case basis to determine if the parent/guardian's work environment and responsibilities are appropriate for an Infants at Work Arrangement.

The employee must maintain acceptable work performance and ensure that the infant does not create office disturbances. Approval may be revoked if issues arise.

Participation in the Infants at Work Program is a privilege, not a right.

INFANTS AT WORK

- Participation may be granted to include a combination of full-time and part-time work using accrued leave.
- Remote work may also be combined with the DFA Infants at Work policy for the purpose of caring for infants up to six (6) months of age when applicable.
- The employee must maintain a safe space at their workstation to care for the infant.
- The employee must always remain with the infant. The DFA will not assume responsibility for any illness or injury the infant might sustain as a result of being at work or any work-related setting or during transportation to and from work.
- When the infant is sick, the parent/caregiver cannot bring the infant to work.

- The DFA has established nursing mother's rooms. A mother who is breastfeeding her infant may use the mother's room or another available office space, other than a bathroom, or close her door if desired.
- Employees should align scheduled breaks and lunches as much as possible with their regularly scheduled times to attend to their infants' needs.
- Mothers are responsible for providing necessary supplies for their infant, such as diapers, bottles, or any other equipment required to care for their infants.
- When changing the infant's diaper, the mother must change the infant on a changing table, either in the public restroom or one that has been set up by the employee in the employee's office. Diapers will be disposed of properly.
- The infant's last day will be the last working day of the week in which he/she turns six months old.

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