**SECTION: PAID LEAVE**

**POLICY:** Lactation **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish guidelines for accommodating employees who need to express breast milk during work hours. The City is committed to supporting breastfeeding employees by providing adequate facilities, reasonable break times, and a supportive work environment.

**APPLICABILITY:**

This policy applies to all breastfeeding employees of the City who wish to express milk during their working hours. It covers all City departments, offices, and facilities.

**DEFINITIONS:**

1. Lactation Break: Reasonable break time for employees to express breast milk.
2. Lactation Room: A designated private space provided by the City for the purpose of expressing milk.
3. Private Office: An employee’s personal workspace that can be used for lactation if it offers privacy.
4. Cooler or Storage Container: Personal equipment used to store expressed milk during work hours.
5. Lactation Accommodation: The arrangement made by the City to provide appropriate space and break time for expressing milk.

**POLICY:**

1. Break Time for Lactation:
   1. Employees are entitled to reasonable break times to express breast milk.
   2. Lactation breaks may coincide with the employee’s existing break schedule.
   3. If additional break time is necessary, arrangements can be made with the supervisor to accommodate the employees’ needs.
2. Lactation Facilities:
   1. The City will provide a designated lactation room that meets the following criteria:
      1. Private and shielded from view.
      2. Free from intrusion by other employees or the public.
      3. Equipped with a chair, a flat surface for breast pump placement, electrical outlets, and access to running water.
      4. Located near the employee’s work area, if feasible.
   2. If the designated lactation room is unavailable or unsuitable, employees may use their private offices or other comfortable locations agreed upon with their supervisor.
3. Personal Lactation Arrangements:
   1. Employees may choose to breastfeed or express milk in their private offices if it offers adequate privacy.
   2. Other mutually agreed-upon locations may be used if both the employee and supervisor find them appropriate.
4. Personal Equipment and Storage:
   1. Employees may bring their own coolers or storage containers for milk.
   2. It is recommended that all expressed milk be labeled with the employee’s name and date to avoid confusion.
   3. Employees are responsible for the proper storage and disposal of expressed milk.
5. Request for Lactation Accommodations:
   1. Employees should inform their supervisor or Human Resources as soon as they know they will need lactation accommodation.
   2. This notification allows time for proper arrangements to be made to support the employees’ needs.
6. Supervisor Responsibilities:
   1. Supervisors are responsible for informing pregnant and breastfeeding employees about the availability of lactation support and facilities.
   2. Supervisors should work with employees to find solutions that balance lactation needs with operational requirements.
   3. Supervisors must foster a positive and supportive environment for breastfeeding employees.
7. Employee Responsibilities:
   1. Employees should communicate their lactation needs to supervisors to facilitate accommodation arrangements.
   2. Employees are expected to maintain the cleanliness of the lactation room after each use, including sanitizing surfaces as needed.
   3. If using a shared lactation space, employees should ensure it is clean and orderly for the next user.
8. Milk Handling and Labeling:
   1. Employees should clearly label all stored milk with their name and the date it was expressed.
   2. Proper milk storage practices must be followed, as recommended by health guidelines.
   3. The City is not responsible for lost, misplaced, or spoiled milk.
9. Positive Work Environment:
   1. All employees are expected to contribute to a supportive atmosphere for breastfeeding colleagues.
   2. Any inappropriate behavior, comments, or actions that undermine this support will be addressed according to the City’s code of conduct.
10. Cleanliness and Hygiene:
    1. Employees must keep the lactation room clean and report any maintenance issues to their supervisor or Human Resources.
    2. If using a private office or another space, the employee is responsible for ensuring cleanliness before and after expressing milk.

**PROCEDURES:**

1. Request for Accommodation:
   1. Employees should submit a request for lactation accommodation to their supervisors or Human Resources at the earliest opportunity.
   2. Human Resources will coordinate with the supervisor to identify suitable spaces and schedule adjustments.
2. Access to Lactation Rooms:
   1. Once approved, employees will be informed of the lactation room location and any specific procedures for access and use.
   2. Supervisors will ensure that the designated space remains available and accessible during the employee’s break times.
3. Maintenance of Lactation Rooms:
   1. The City will maintain the lactation room to ensure it remains clean, functional, and stocked with necessary supplies.
   2. Employees should immediately report any issues or needs to Human Resources.
4. Reporting Issues:
   1. Any problems related to lactation accommodations, such as lack of privacy or unavailability of space, should be reported to the supervisor or Human Resources for prompt resolution.