

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Policy:	Lactation Accommodation Policy	
Date: October 1, 2021	Revision Date: N/A	Approved by: Human Resources

I. POLICY STATEMENTS

The purpose of this policy is to establish Eastern Municipal Water District (EMWD) guidelines and criteria related to Employee Lactation Accommodations in accordance with Labor Code §1030 – 1034.

II. LACTATION ACCOMMODATION

An employee may make a request for lactation accommodation, either orally or in writing, to their supervisor and/or the Human Resources Department. Employees have the right to request lactation accommodation.

III. BREAK TIME TO EXPRESS

Break time will be provided each time an employee needs to express milk. The break time shall, if possible, run concurrently with any rest or meal period already provided to the employee. If the employee takes lactation breaks at times other than their provided break time, the time will be unpaid leave, the employee’s accrued Paid Time Off, or an approved arrangement with the employee’s supervisor to make up the time to cover the unpaid break time.

IV. USE OF SPACE/LOCATION

EMWD will provide a room or other appropriate location in close proximity to the employee’s worksite that is not in a bathroom to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses, but only for the time it is in use of lactation purposes. The room or location will meet the following requirements:

- Shielded from view and free from intrusion while being used to express milk
- Be safe, clean, and free of hazardous materials
- Contain a place to sit, a surface to place a breast pump and personal items
- Have access to electricity
- Provide access to a sink and refrigerator in close proximity to the employee’s workspace. If need be, a cooling device suitable for storing milk may be provided (e.g., employer-provided cooler).

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V. FILING A COMPLAINT

An employee who does not believe that an appropriate lactation accommodation is being provided should immediately inform the Human Resources Department. Employees also have a right to file a complaint with the California Division of Labor Standards Enforcement/Labor Commissioner, pursuant to Section 98 of the California Labor Code.

VI. RETALIATION IS PROHIBITED

EMWD prohibits discrimination and retaliation against employees for exercising or attempting to exercise any rights to request lactation accommodation.