

**MARTIN LUTHER KING, JR.
MULTI-SERVICE AMBULATORY CARE CENTER (MACC)
POLICY AND PROCEDURE**

DIVISION: HUMAN RESOURCES	4.1
SUBJECT: LACTATION ACCOMMODATION - EMPLOYEES	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE: 11/01/07
TO BE PERFORMED BY: APPLICABLE STAFF	REVISED DATE: 01/11/2011, 2/26/14, 3/23/16 REVIEWED DATE: 01/11/2011

PURPOSE

To ensure compliance with the mandated Lactation Accommodation Program.

POLICY

To provide a reasonable amount of time and to make available the use of appropriate space for workforce who desire to express milk during work hours.

Lactation Break

1. The lactation break time may run concurrently with workforce existing break periods.
2. If it is impractical for the lactation break to run concurrent with the existing break, a separate and unpaid break time will be allowed. Employees may use accrued time to cover the unpaid break time. Managers, supervisors, and employees may also agree, based on the needs of the service, to adjust the employee's work schedule to cover the unpaid break time.
3. Facility operations will not be disrupted by providing lactation time.

Lactation Facilities

1. The lactation area is located on the first floor room 1H04 in the North Support building.
2. The location may also be the place where the employee normally works if there is adequate privacy (e.g., the employee's private office or a lockable conference room).
3. Lounge areas, if deemed appropriate, outside of a restroom stall is considered appropriate space for lactation purposes.
4. The restroom stall is not considered an appropriate space for lactation.

PROCEDURE

How to Access Lactation Areas and Services

1. Workforce should complete the attached Lactation Accommodation Request Form.
2. Supervisors who receive a lactation accommodation request are advised to do the following:
 - a. Review available space in their department and be prepared to provide appropriate nearby space and breaktime.

- b. If the employee does not have a private office and there is no appropriate space nearby, refer employee to facility designated location.
- 3. It is the responsibility of the workforce to ensure the lactation area is kept clean.
- 4. Supervisors will discuss any workload or scheduling issues related to the request with onsite HR and/or a DHS Return to Work Coordinator.

REFERENCES

Section 1030 et seq. was added to the California Labor Code on January 1, 2002, with the passage of California Assembly Bill 1025 (2001)
LAC DHS Lactation Accommodation Policy No. 733

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, MD, Interim Chief Medical Officer

Date

Lessie Barber, R.N., Assistant Nursing Director

Date

Signature(s) on File.