



## Lactation Break Policy

### Purpose and Scope

The purpose and scope of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (29 USC § 207 and Labor Code §§ 1030-1032).

### Policy

It is the policy of the City of Turlock, in compliance with Section 7 of the Fair Labor Standards Act of 1938, to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her infant child (29 USC § 207 and Labor Code § 1030).

### Lactation Break Time

A rest period should be permitted each time the employee has the need to express breast milk. In general, lactation breaks that consist of a fifteen (15) minute rest period for every four (4) hours worked would be considered reasonable. The break time shall, if possible, run concurrently with break time already provided to the employee (Labor Code § 1030).

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding fifteen (15) minutes will be considered unpaid (Labor Code § 1032).

Supervisors are encouraged to consider flexible break schedules to accommodate employee's needs; however, the needs of the City of Turlock shall be considered, and may not provide breaks outside of the break time already provided if doing so would seriously disrupt the operations of the employer (Labor Code § 1032).

### Private Location

The City of Turlock shall make reasonable efforts to accommodate the employee with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207 and Labor Code § 1030).

### Storage of Expressed Milk

Any employee storing expressed milk in any authorized refrigerated area within the City shall clearly label it as such and shall remove it when the employee ends her work day.