

## **Section 4.14 Lactation Accommodation Policy**

Pursuant to the Protections for Nursing Mothers – PUMP Act, Jefferson County Board of Developmental Disabilities (JCBDD) will provide a reasonable amount of break time to accommodate an employee’s need to express breast milk for the employee’s infant child for one year after the child’s birth. JCBDD will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee’s work area for the employee to express milk in private.

### **Procedures**

- An employee shall submit their request for an accommodation for lactation breaks to the department supervisor. At such time a functional space will be determined and made available to the employee.
- The department supervisor must approve or deny the request in writing. The completed request form must be returned to the employee and a copy sent to the human resources department.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled break periods. Lactation breaks will be unpaid.
- The company reserves the right to deny, in writing, an employee’s request for a lactation break if the additional break time will seriously disrupt operations.