



City and County of San Francisco

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Policy & Procedure Detail*

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| Policy & Procedure Title: Lactation Accommodation at the Workplace (HUR23) | |
| Category: Personnel | |
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| DPH Unit of Origin: WIC Program | |
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*All sections in table required.

1. Purpose of Policy

In recognition of the well-documented health advantages of breastfeeding for infants and mothers and in compliance with both the California Lactation Accommodation Law and the federal Patient Protection and Affordable Care Act, the San Francisco Department of Public Health (SFDPH) provides a supportive environment to enable breastfeeding employees to express breast milk while at work.

Breast milk is the optimal food for growth and development of infants. Epidemiologic research shows that breastfeeding increases the likeliness for general health, growth and development, and decreases the risks of many acute and chronic diseases in the infant and many chronic diseases in the mother. Furthermore, breastfeeding benefits not only the baby, the mother, and their family, but also the workplace, community and environment. Internationally recognized health organizations and health authorities, including the World Health Organization, the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and the Surgeon General acknowledge the evidence-based benefits of breastfeeding. This policy supports and models SFDPH's commitment to the promotion of community wellness.

2. Policy

Managers shall provide breastfeeding employees with reasonable break time and the use of a Lactation Space, as defined in Section 3 below, to express milk during work hours. Individual DPH divisions and/or programs may adopt their own Lactation Accommodation policies supplemental to this policy to provide information on the location of the Lactation Space, instructions on reserving/accessing the Lactation Space, and other site-specific information.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

3. Definitions

- Breastfeeding / expressing / pumping – used interchangeably; removing breast milk by hand, manual pump or electric breast pump.
- Lactation Accommodation – providing breastfeeding employees upon their return to work from maternity leave reasonable break time to express breast milk.
- Lactation Space - a clean and comfortable space other than a toilet stall, ideally within close proximity to an employee's work area, which may be used to express breast milk. The Lactation Space shall be shielded from view, free from intrusion from co-workers or the public, and equipped with an electrical outlet. A Lactation Space need not be maintained exclusively as a Lactation Space and may include the place where the employee normally works if it otherwise meets the requirements of this section. Following are some examples of possible Lactation Spaces: a vacant office, a room that can be arranged for expressing or pumping during specific times of the day, a meeting room.

4. Procedures

a) Employee Notification

SFDPH Human Resources shall provide this policy to any employee who submits a request for maternity or pregnancy disability leave.

b) Time for Lactation Breaks

- The breastfeeding employee will work with her supervisor to arrange a reasonable and mutually agreeable schedule to accommodate expressing.
- If possible, the expressing break times may coincide with the employee's lunch and break times.
- When additional time is necessary, the manager should consider allowing the employee to use flexible work hours, unpaid break time, or vacation time.
- Employees and managers may contact SFDPH's Equal Employment Opportunity Office for assistance with devising a Lactation Accommodation schedule.

c) Request for Lactation Space

An employee requiring a Lactation Space shall notify her manager in advance of her need for a Lactation Space.

d) Compliance

Managers shall respond to all requests for Lactation Accommodation by providing the employee access to a Lactation Space that meets the requirements as defined in Section 3 above and determining a reasonable Lactation Accommodation schedule.

e) Best Practices

The procedures above constitute the minimum requirements for Lactation Accommodation and Lactation Spaces. Additional information on the importance of breastfeeding and best practices for Lactation Accommodation can be found online at <http://www.womenshealth.gov/breastfeeding/>.