

## Lactation Break Policy

### 1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for employees desiring to express breast milk for the employee's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10 and 29 USC § 207).

### 1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable unpaid break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant (820 ILCS 260/10 and 29 USC § 207).

### 1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any additional time exceeding regularly scheduled and paid break times will be unpaid (820 ILCS 260/10 and 29 USC § 207).

Employees desiring to take a lactation break shall notify METCAD or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees 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 (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Employees occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

# Urbana Police Department

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Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

#### **1017.5 STORAGE OF EXPRESSED MILK**

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