



## PERSONNEL POLICY

### SUBJECT: LACTATION ACCOMMODATION

DATE: November 17, 2020

Number: 105-16

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#### I. Statement of the Policy

To the extent required by law, Fulton County will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk “lactation break time” during work hours. During lactation break time an employee will be relieved of all work-related duties.

In accordance with applicable law, upon being notified by an employee that the employee working at a Fulton County worksite desires to express breast milk during work hours, Fulton County will provide such employee with the use of a private room or other private location, other than a restroom or toilet stall, that is within close proximity of the employee’s Fulton County worksite, shielded from view and free from intrusion from coworkers and the public for the employee to express breastmilk. This may include an employee’s private office, if applicable. Fulton County may also provide an employee with the supplies that are necessary to create a private room or other private location for an employee to express breast milk at a Fulton County worksite.

A “Fulton County worksite” includes any County-owned location designated by an Appointing Authority or their designees for an employee to perform their County duties. Where applicable, a Fulton County worksite may include a personal automobile, regardless of ownership, if the employee requires lactation break time while conducting field work.

To assist with scheduling and identifying an appropriate area for lactation break time, employees should provide reasonable notice to their supervisor during their pregnancy or before they return to work that they intend to take lactation breaks upon returning to work.

Fulton County will otherwise treat lactation as a pregnancy-related medical condition and address lactation-related needs in the same manner that it addresses other non-incapacitating medical conditions, including requested time off for medical appointments, requested changes in schedules and other requested accommodations. Fulton County will not demote, terminate or otherwise take adverse action against an

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employee because an employee requests or makes use of the accommodations and break time described in this policy.

## **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## **PERSONNEL PROCEDURE**

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An employee who desires to express milk during work hours will receive a reasonable amount of paid break time for lactation purposes, or “lactation break time.” A reasonable lactation break time is typically thirty (30) minutes occurring up to three (3) times on an 8-hour shift or four (4) times on a 12-hour shift. Paid lactation break time shall be paid at the employee’s rate of pay applicable to the shift during which the break is taken without the use of accrued leave.

To assist with scheduling and identifying an appropriate area for lactation break time, employees should provide reasonable notice to their supervisor during their pregnancy or before returning to work that they intend to take lactation break time upon returning to work. If possible, the employee should take their lactation break time concurrently with scheduled paid breaks already provided to the employee. If the lactation break time cannot run concurrently with paid breaks already provided or additional time is needed for the employee, additional reasonable paid lactation break time will be provided to the employee to express milk in accordance with this Policy and Procedure. However, the employee must notify their supervisor of the need for additional lactation break time and to arrange for scheduling and reporting of the extra lactation break time.

Fulton County will provide a private room or other private location, other than a restroom or toilet stall, that is within close proximity to the employee’s work area, shielded from view and free from intrusion from coworkers and the public for the employee to express milk. This may include an employee’s private office, if applicable. Employees should contact their Department Head, the Department of Human Resources Management and/or the Office of Diversity and Civil Rights Compliance to inquire about supplies that are necessary to create a private room or other private location to express breast milk during work hours.

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