

County Of San Diego
Health and Human Services Agency (HHSa)

SUBJECT: LACTATION POLICY

NO: HHSa D-17

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DATE: 3/24/2015

REFERENCE: Labor Code 1030-1033 (February 2001) SUPERCEDES: HHSa D-17 3/16/09

POLICY:

The Health and Human Services Agency promotes a workplace environment for employees who wish to pump or express breast milk in a clean, secure and private designated worksite space. The Lactation Accommodation law requires every employer in the State of California to provide break time and a room, other than a bathroom stall, for the employee to pump or express their breast milk in private. Employees who wish to pump or express their breast milk in the workplace should notify their supervisor of the need to lactate in a private room.

LACTATION ACCOMMODATION:

1. All HHSa employees will receive a copy of the Lactation Policy upon completion of the new hire paperwork.
2. All HHSa employees going on leave, due to the birth of a child, will be given the Lactation Policy along with the Pregnancy Disability Leave Information **and** should contact the HHSa Human Resources Leave Coordinator at (858) 636-3598.
3. HHSa will make reasonable efforts to designate a clean, secure and private space for employees to pump or express their breast milk (cannot be a bathroom or toilet stall). If a room is designated within a facility that has a dual purpose, consider giving priority to a lactating employee.
4. A reasonable amount of time will be provided to the employee to accommodate for pumping or expressing milk. The break time provided to express breast milk, whenever possible, shall run concurrent with the normal break time already provided to the employee (morning and afternoon breaks and the lunch break).
5. When using private room for lactation, employees should post a sign on the door of the room being used for lactation that indicates the room is in use and should not be disturbed.
6. Insofar as possible, the designated space for pumping or expressing breast milk will have a power source and a nearby safe water source with a sink and/or disinfectant dispensers to wash hands and the breast pump parts.
7. Employees pumping or expressing breast milk may store labeled milk in the employee designated refrigerator. Employees may choose to bring their own cooler to store the milk.

QUESTIONS/INFORMATION: Refer questions about this policy to your supervisor or Departmental Human Resources Officer.

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ATTACHMENTS: List of HHSA facility designated lactation spaces (LINK).
[http://insite.sdcountry.ca.gov/hhsa/hr/GHR%20Policies/D17 Lactation%20Facilities%20List Attachment%201.pdf](http://insite.sdcountry.ca.gov/hhsa/hr/GHR%20Policies/D17%20Lactation%20Facilities%20List%20Attachment%201.pdf)

Date: 3/24/15

Approved: Kimberly Evers
Kimberly Evers
Group Human Resources Director