

**County Of San Diego**  
**Health and Human Services Agency (HHSA)**

SUBJECT: **LACTATION POLICY**

NO: **HHSA D-17**

PAGE 1 of 2

DATE: 8/21/09

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

---

**PURPOSE:** The Health and Human Services Agency promotes a workplace environment for employees who wish to pump or express their breast milk in a clean, secure and private designated space at a worksite.

**BACKGROUND:** In January 2002, the Lactation Accommodation law took effect in the State of California requiring every employer to provide break time and a room other than a bathroom stall for the employee to pump or express their breast milk in private. Research indicates that assisting employees to continue breastfeeding by pumping or expressing breast milk after they return to work results in less employee absenteeism and turnover, faster return from maternity leave, reduced overtime or temporary worker costs, lower utilization of employee health care benefits (breastfed infants are healthier), improved morale, and enhances HHSA's reputation as a family-friendly employer.

**POLICY:** HHSA is supporting a lactation policy for employees who wish to pump or express their milk at designated worksite spaces. HHSA department directors will ensure that employees have the option to pump or express their breast milk in a secure and private designated space at a worksite. The managers and supervisors are responsible for informing employees of this policy and to advise them of the location of a room for expressing milk in a facility. If a room is designated within a facility that has a dual purpose, consider giving priority to a lactating employee.

**PROCEDURES:**

1. All HHSA employees will be notified during the new employee orientation that HHSA has a lactation policy.
2. All HHSA employees going on leave due to the birth of a child will be given the lactation policy along with Family Medical leave information, and available community resource information. Refer the employee to the HHSA Human Resources Leave Coordinator at (619) 338-2840.
3. HHSA facilities will designate a clean, secure and private space for employees to pump or express their breast milk. A list of HHSA facilities with designated spaces is attached and will be updated accordingly.
4. Reasonable accommodation and adequate time for pumping or expressing milk will be agreed upon by the supervisor and employee.
5. The designated space for pumping or expressing breast milk will have a power source and nearby safe water source with a sink and/or disinfectant dispensers to wash hands and the breast pump parts.

**County Of San Diego**  
**Health and Human Services Agency (HHSA)**

SUBJECT: **LACTATION POLICY**

NO: **HHSA D-17**

PAGE: 2 of 2

DATE: 8/21/09

---


6. Employees pumping or expressing breast milk may store labeled milk in an employees designated refrigerator. Employees may choose to bring their own cooler to store the milk.

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

**ATTACHMENTS:** List of HHSA facility designated lactation spaces (LINK).

**SUNSET DATE:** This policy will be reviewed for continuance by March 16, 2011.

Date: 9/13/09

Approved:   
Donald Bradburn  
Group Human Resources Director