

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 6025: California Lactation Accommodation

6025.10 Carmichael Water District (District) provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

6025.20 The District will provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. In addition, the District will ensure the employee access to a sink with running water and a suitable place for storing breast milk.

6025.30 Procedures

6025.30.1 An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to their department supervisor.

6025.30.2 The department supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval or denial of the break request.

6025.30.3 The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

6025.30.4 The District reserves the right to adjust an employee's break time within reason and upon advance notice.

6025.40 Employees have the right to file a complaint with the Labor Commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.