

### LACTATION BREAK POLICY

**PURPOSE & SCOPE** The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for an infant child (Labor Code § 1034).

**POLICY:** Under federal law, employees have the right to request lactation accommodations to express breast milk for a period of one year after the child's birth (29 USC § 207).

In compliance with the Fair Labor Standards Act, it is the policy of the San Francisco Community College District to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for an infant child (29 USC § 207; Labor Code § 1030).

**LACTATION BREAK TIME & PERCENTAGE** Employees will be permitted each time the employee has the need to express milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total during any four-hour work period or major portion of a four-hour work period.

LACTATION BREAK FORM

· New Request

· Request for Alteration

Contact No.:	Email:	Dept.:
_____	_____	_____
Supervisor	Employee Signature	Date:
_____	_____	_____
Birthdate of Child: ____/____/____/ Start Date for Requested Accommodation: ____/____/____/	Work Schedule: Days per week: _____ Hours per day: _____	
x To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time provided to the employee for regularly scheduled lunch period. x While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding scheduled and paid break time will be unpaid (Lactation Break). x FT employees are allowed two (2) 15 minute breaks per day; PT employees who work a continuous shift of at least 4 hours per day are allowed one (1) 15 minute break after two (2) consecutive hours of work. x Employees assigned for five (5) or more hours of work in any day shall be entitled to an unpaid, unintermittent 30 minute break. The length of lunch period shall be not less than one-half (1/2) hour nor longer than one (1) hour and scheduled at the end of each work shift.		
Authorized breaks & lunch period	Additional Time beyond authorized breaks	

## Lactation Rooms

### Ocean Campus

MUB: Room 145, 147 and 355

The Child Development & Support Center at Bungalow 213 on the Ocean Campus is open on a first, first serve basis during the school year and is generally open between 7:30am and 4:00pm. Funded by the Orfaea Foundation, the lactation center provides support to new breastfeeding moms who are working or attending school. Questions on usage may be directed to 496-3452.

### Chinatown/Noh Beach Center

1. Room 104K for students
2. Room 1005A for faculty and staff

### Downtown Center

1. Room 111

### Evans Center

1. Room 109

### John Adams Center

1. Room 201A

### Mission Center

1. Room 125