

Lactation/Expressing Friendly Workplace

Policy: GBDA

SCESD will provide the employee reasonable rest period to express milk or breast-feeding for children 18 month of age or younger each time the employee need to express milk or breast-feed. If feasible, the employee will take the rest periods at the same time as the rest periods or meal period provided by SCESD.

SCESD will make reasonable efforts to provide a location, other than a public restroom or toilet stall in close proximity to the employees work area, where the employee can express milk or breast-feed.

- Close proximity means within walking distance from the employees work area that does not appreciably shorten the rest or meal period.

The employee will be able to store expressed milk in the district office staff refrigerator or bring a cooler to store expressed milk to work sites that do not have a refrigerator is not available.

During the time the employee is breast-feeding, the employee understands that the child is allowed at the work site only during the rest periods to feed.

Employee _____

Date _____

Work Location: _____

Designated Location: _____

Age of Child: _____

Scheduled Rest Periods _____

Additional Information: _____

By signing below I acknowledge that I have fully read and understand the Expression of Milk or Breast-feeding Policy "GBDA" I understand that if I have any questions or concerns about the accommodation or policy, it is my responsibility to contact the Human Resource Department.

Employee Signature

Date

Program Administrator

Date