



Approved:

*Chief Marcia Harnden*

Subject:

# 863. Lactation Breaks

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## 863.1: PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

## 863.2: POLICY

**It is the policy of this department to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child 18 months or younger in compliance with state law and the Fair Labor Standards Act ([29 USC § 207](#) and [ORS 653.077](#)).**

## 863.3: LACTATION BREAK TIME

- a. A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207).
- b. In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.
- c. Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.
- d. Employees desiring to take a lactation break shall notify the Communications Center or their supervisor prior to taking such a break and such breaks may be reasonably delayed if they would seriously disrupt department operations.
- e. Once a lactation break has been approved, the break should not be interrupted except in emergency or exigent circumstances.

**863.4: PRIVATE LOCATION**

- a. The Department will make reasonable efforts to provide lactating employees with the use of an appropriate private room or other location which is shielded from view and free from intrusion to express milk in private.
- b. Such room or location should be in close proximity to the employee's work area and shall be spaces other than a bathroom or toilet stall.
- c. Employees occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy.
- d. All other employees should avoid interrupting a lactating employee during an authorized break, except to announce an emergency or other urgent circumstance.
- e. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

**863.5: STORAGE OF EXPRESSED MILK**

- a. Any employee storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the employee ends her shift.
- b. Alternatively, the Department will make reasonable provisions to provide a place for the employee to store her own cooler for the purpose of storing expressed milk.