



**PARADISE VALLEY POLICE
GENERAL ORDER**

Lactation Break Policy

Order Number

22.3

Date

08-21-15

22.3 Lactation Break Policy

- A. An *employee* is entitled to reasonable break times to express breast milk for her nursing child for one year after the child's birth.
- B. *Employees should* generally use existing authorized breaks for this purpose, if provided. However, the number of breaks needed and time of the breaks *may* vary from person to person. If additional breaks are necessary, or if the time needed exceeds authorized break time, the additional time and/or breaks *shall* be unpaid time and *should* be recorded as such by the *employee* on the time worked record.

As with all other out of service breaks, *employees* who are assigned to the field *should* notify Communications before taking the break. Lactation breaks *should* not be interrupted except in the case of *emergency*.

- C. The police facility *shall* provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which *may* be used by the *employee* to express breast milk. The place does not have to be reserved for this purpose, but *must* be functional as a space for expressing breast milk and *must* be a space that can be protected from view and intrusion while being used.
- D. If the *employee* uses a *Department* refrigerator to store the breast milk, the milk *must* be clearly labeled and taken with the *employee* at the end of *shift*.