

Sample Pregnancy Accommodation Policy

Updated: 5/30/24

(Department Letterhead)

POLICY DATE:

TO: All Employees

FROM: (Department Name)

SUBJECT: (Department Name) Pregnancy, Childbirth, or Related Medical Condition Accommodation Policy

This policy establishes guidelines for providing pregnancy, childbirth, or related medical condition accommodation for department employees.

Policy Goal:

- To establish guidelines promoting a work environment that supports employees in need of pregnancy, childbirth, or related medical condition accommodation.

Pregnancy, Childbirth, or Related Medical Condition Accommodation

- Employees have a right to request pregnancy, childbirth, or related medical condition accommodation.
- To request pregnancy, childbirth, or related medical condition accommodation, an employee should contact (name) at (contact information).
- (Department name) is obligated to respond to an employee's request for accommodation.
- If (department) cannot provide the requested accommodation, e.g., break time or a location that complies with the requirements in the policy, it will provide a written response to the employee.

Breaks:

- Break time will be provided each time a covered employee needs it.
- The break time shall, if possible, run concurrently with any break time already provided to the employee.
- If the time for an employee's break time does not run concurrently or when additional time is necessary, the break time shall be unpaid.
- With supervisory approval, the employee may use compensable leave or a flexed work schedule to cover any unpaid break time.

Lactation Space: (Department name) will provide lactation space to breastfeeding employees in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses. Restrooms are prohibited from being utilized for lactation purposes.

The lactation space will:

- Be safe, clean, and free of toxic or hazardous materials.
- Contain a place to sit, a surface to place a breast pump and personal items.
- Have access to electricity.
- Have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area.

This policy will be provided to employees upon hire as well as upon an inquiry or request for parental leave.

Retaliation Related to Pregnancy, Childbirth, or Related Medical Condition is Prohibited (Department) expressly prohibits discrimination and retaliation against employees for exercising or attempting to exercise, their rights to request pregnancy, childbirth, or related medical condition accommodation under this policy and applicable Civil Rights and Labor laws. This includes those who request lactation accommodation and/or who lodge a complaint related to the right to lactation accommodations. Employees' complaint filing options include, the Equal Employment Opportunity Officer, California Civil Rights Department, and the United States Equal Employment Opportunity Commission.