

# Lactation Accommodation Notice

*(Employers are required to distribute this policy upon hire  
and when an employee makes an inquiry about or requests parental leave)*

You have the right to request an accommodation to express breast milk during the workday ("lactation accommodation"). To request a lactation accommodation, please notify or submit your request to \_ (Ofc Mgr, Owner, HR). We will respond to, and make every effort to reasonably accommodate, each lactation accommodation request. If we cannot provide break time or a location to reasonably accommodate your request, you will be provided with a written response.

If your lactation accommodation request is granted, you will be allowed a reasonable amount of time to express breast milk when needed. If possible, break time for this purpose should run concurrently with paid rest periods already provided. Time taken for this purpose that exceeds rest period time already provided is unpaid.

If you feel you have not been properly accommodated or have been denied a lactation accommodation break, please notify \_ (Supervisor, Ofc Manager Owner or HR) immediately. You also have a right to file a complaint with the California Labor Commission for violations of your lactation accommodation rights.