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**LACTATION ACCOMMODATION POLICY**

Excel Academy Charter Schools (“School”) adopts this Lactation Accommodation Policy to accommodate lactating employees by providing a reasonable amount of break time to express breast milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to non-exempt employees shall be unpaid. Therefore, non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods.

The School will make reasonable efforts to provide employees who need lactation accommodation with the use of a room, or other private space, that is located close to the employee’s work area, shielded from view and free from intrusion. Such room/location shall not be a bathroom. Employees with private offices will be required to use their offices to express breast milk. For employees working onsite, the School will provide access to a sink with running water and a refrigerator for storing breast milk.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. If a space and break is not provided when requested, the employee may contact human resources for assistance.

The School reserves the right to deny an employee’s request for a lactation break if the additional break time will seriously disrupt operations.

An employee who believes the School has not provided adequate break time and/or a place to express milk, and believes that the School’s human resources staff have not resolved their complaint, as provided in Labor Code 1030, may file a report/claim with the Labor Commissioner’s Bureau of Field Enforcement at:

<https://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>