

LACTATION ACCOMMODATION POLICY

Pathways Academy Adult Education (“PAAE” or the “School”) accommodates 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.

The School will make reasonable efforts to provide employees who need a 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.