



# PPSM 84: Lactation Accommodation

[PPSM-84: Adaptacion para la lactancia](#)

[PPSM-84: 泌乳便利](#)

[PPSM-84: Akomodasyon para sa Pagpapasuso](#)

<b>Responsible Officer:</b>	Vice President – Systemwide Human Resources
<b>Responsible Office:</b>	SHR – Systemwide Human Resources
<b>Issuance Date:</b>	1/17/2025
<b>Effective Date:</b>	1/17/2025
<b>Scope:</b>	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group members

<b>Campus Policy Contact:</b>	Campus HR Policy Coordinator
<b>Campus Contact Information:</b>	<a href="#">HR Policy Coordinator Website</a>
<b>Systemwide Policy Owner:</b>	Systemwide HR Policy
<b>Systemwide Contact Information:</b>	<a href="#">Systemwide HR Policy Website</a>

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## I. POLICY SUMMARY

The University of California aims to promote a family-friendly work environment. As such, the University recognizes the importance and benefits of supporting lactation, including nursing for employees.

The University will make private space and appropriate amenities available for lactation purposes. This includes nursing if an employee has access to the child while at work.

The University will also provide a reasonable amount of break time to accommodate the needs of lactating employees.

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## II. DEFINITIONS

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Detailed information about common terms used within Personnel Policies for Staff Members (PPSM) can be found in [PPSM-2 \(Definition of Terms\)](#).

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## III. POLICY TEXT

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### A. Lactation Spaces

The University will provide a locked, private space that is shielded from view and free from intrusion while the employee is expressing milk. Lactation spaces may also be used for nursing if an employee has access to the child while at work. The space will be sanitary with appropriate temperature and ventilation. It will be safe, clean, and free of hazardous materials. The space will be in close proximity to the lactating employee's work area, generally not more than a five- to seven-minute walk each way.

An appropriate lactation space can be any available space that complies with the requirements of this policy, including but not limited to the employee's private office, another private office not in use, or a multipurpose or conference room that can be secured. If a multipurpose room is used for lactation, lactation use will take precedence over other uses, but only for the time it is in use for lactation purposes. Bathrooms, spaces lacking privacy, and spaces lacking a locking door are not appropriate lactation spaces.

While the employee is expressing milk or nursing, the employee must be free from observation by any University-provided video system, including computer cameras, security cameras, or web conferencing platforms. This includes employees working remotely.

The space will be equipped with a comfortable chair; contain a surface to place a breast pump and personal items; and have access to electricity or alternative devices (including but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The lactating employee must have access to a sink with running water and a refrigerator suitable for storing milk, either in the lactation space or in close proximity to the employee's workspace. If a refrigerator cannot be provided, the University may provide another cooling device suitable for storing milk, such as a cooler.

Due to operational, financial, or space limitations, the University may designate a lactation space that is temporary so long as it complies with the requirements of the policy.

### B. Lactation Break Period

The University will provide a reasonable amount of break time to accommodate an employee wanting to express milk each time the employee has need to express milk. These breaks may also be used for nursing if an employee has access to the child while at work. Break schedules, including the frequency, duration, and timing of

breaks, may vary depending on factors related to the lactating employee and the child.

**1. Exempt employees:**

For exempt employees, the time provided for lactation break periods does not need to be recorded.

**2. Non-exempt employees:**

Non-exempt employees may use their regular paid rest periods or their regular unpaid meal periods for lactation purposes.

Supervisors and managers are encouraged to allow flexible scheduling of regular rest periods, whenever possible, to accommodate lactation break periods.

Additional reasonable lactation break periods must be provided if needed. Any lactation break time in excess of the employee's regular rest period during which no work is performed will be unpaid.

**C. Lactation Accommodation Requests**

Employees have the right to request lactation accommodation and may request lactation accommodation verbally or in writing by contacting their supervisor, the location's Disability Manager, and/or Human Resources. Lactating employees are encouraged to communicate needs, in terms of accommodations as well as the frequency and timing of breaks.

A supervisor or manager who receives a lactation accommodation request will work, as needed, with a Human Resources representative or the location's lactation support program representative to identify available appropriate space.

**D. Other Reasonable Accommodation**

If an employee needs any other reasonable accommodation related to lactation, the employee may contact their supervisor or manager, the location's Disability Manager, and/or Human Resources. Please refer to [PPSM-2.210 \(Absence from Work\)](#) for additional information regarding leave options and reasonable accommodations related to pregnancy, childbirth, or related medical conditions and to [PPSM-81 \(Reasonable Accommodation\)](#) for additional information regarding reasonable accommodation for employees with disabilities.

**E. Additional Information**

An employee who has comments, concerns, or questions regarding this policy should contact their local Human Resources Office or the location's lactation support program.

A lactating employee who believes appropriate accommodations have not been provided should contact their local Human Resources office and/or [Local Implementation Officer](#) who is responsible for coordinating compliance with the [Anti-Discrimination policy](#) (LIO). For more information regarding their rights, including to resolve their concerns through informal or alternative resolution, under this policy and/or the Anti-Discrimination policy, employees are encouraged to contact their local Human Resources office and/or LIO. If the University cannot provide break time or a lactation space that complies with this policy, the University will provide a written response to the employee.

## **F. Complaints**

The University's systemwide Anti-Discrimination policy prohibits discrimination or harassment on the basis of pregnancy, childbirth, lactation, or related medical conditions, against any employee as well as related retaliation. This includes prohibiting discrimination or retaliation against any employee for exercising or attempting to exercise any right under this policy. Employees who believe they have been subjected to discrimination, harassment, or retaliation or that any of their rights under this policy have been violated are encouraged to submit complaints through their LIO, Human Resources office, or the [University Whistleblower Hotline](#) (800-403-4744). Complaints will be assigned to the appropriate office or officer for review and investigation.

## **G. Distribution of Policy**

Locations will distribute this policy to new employees upon hire and when employees inquire about or request parental bonding leave.

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# **IV. COMPLIANCE/RESPONSIBILITIES**

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## **A. Implementation of the Policy**

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [PPSM-1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with [PPSM-1](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

## **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable Bylaws and Policies of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

### **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group (SMG) members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

### **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy.

### **E. Noncompliance with the Policy**

Noncompliance with the policy may result in educational efforts, informal counseling, corrective action, and/or discipline. Corrective action and/or discipline are governed by PPSM-[62 \(Corrective Action\)](#), [63 \(Investigatory Leave\)](#), and [64 \(Termination and Job Abandonment\)](#); PPSM [II-64 \(Termination of Appointment\)](#), which applies to SMG employees; and as applicable, other policies and procedures.

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## **V. PROCEDURES**

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Not applicable

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## **VI. RELATED INFORMATION**

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- [PPSM-2 \(Definition of Terms\)](#) (referenced in Section II of this policy)
- [PPSM-2.210 \(Absence from Work\)](#) (referenced in Section III.D of this policy)
- [PPSM-81 \(Reasonable Accommodation\)](#) (referenced in Section III.D of this policy)
- [Local Implementation Officer](#) (referenced in Section III.E of this policy)
- [Anti-Discrimination policy](#) (referenced in Section III.F of this policy)
- [PPSM-1 \(General Provisions\)](#) (referenced in Section IV.A of this policy)
- PPSM-[62](#), [63](#), and [64](#) (referenced in Section IV.E of this policy)
- [PPSM II-64 \(Termination of Appointment\)](#) (referenced in Section IV.E of this policy)

- [PPSM-30 \(Compensation\)](#)
- [ANR Guide to Supporting Breastfeeding Employees in the Field](#)
- [Lawrence Berkeley National Laboratory – Lactation Accommodation Policy](#)
- [UC Berkeley – Breastfeeding Support Program](#)
- [UC Davis – Lactation Support Program](#)
- [UC Irvine – Lactation Support Program](#)
- [UCLA – Supporting Nursing Mothers at UCLA](#)
- [UC Merced – Lactation Accommodation](#)
- [UC Office of the President – Breastfeeding and Lactation Support](#)
- [UC Riverside – Lactation Accommodation Program](#)
- [UC San Diego – Lactation Support Services](#)
- [UC San Francisco – Lactation Accommodation Program](#)
- [UC Santa Barbara – Lactation Support Program](#)
- [UC Santa Cruz – Family Support Services](#)
- [UC Health Milk Bank](#)

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## VII. FREQUENTLY ASKED QUESTIONS

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### 1. What is considered a private space?

A private space has a locking door and allows employees to express milk or nurse in private, shielded from view, and free from intrusion by others. This includes being shielded from the view of and free from intrusion by members of the public and other employees, including any other employees who are also expressing milk or nursing. A private space could be a private office with a locking door or a multipurpose or conference room that can be secured. Privacy for each employee in a larger lactation space may be created by barriers, dividers, partitions, and screens, among other methods. Individual lactation spaces within a larger space should also have the ability to indicate that they are in use, such as with a “do not disturb” sign. For example, the lactation space may be a larger room with a locked door that has multiple private lactation areas that are separated and shielded from view by dividers, and that have “do not disturb” or “in use” signs that prevent intrusion.

### 2. Where is information about lactation space requirements in UC facilities available?

Each UC location maintains Campus Design Standards that include this information. Location lactation support program representatives can provide additional resources as needed.

### 3. What does a lactation break period entail?

A lactation break can include walking to the lactation space, preparing to express milk, expressing milk, cleaning up, storing the milk and other supplies, and returning

to the employee's work area. In addition, if an employee has access to the child while at work, the lactation break can also include using the lactation space for nursing that child.

Travel to the nearest lactation space generally should not be more than a five- to seven-minute walk each way. The frequency, duration, and timing of lactation breaks may vary depending on factors related to the lactating employee and the child, or the length of the employee's workday.

**4. I work in the same building as the childcare program that my child attends. Can I nurse my child during work hours?**

Yes. If an employee has access to the child while at work, the University will provide a reasonable amount of break time to nurse that child as outlined in this policy. You should request this accommodation verbally or in writing by contacting your supervisor or manager, your location's Disability Manager, and/or Human Resources office.

**5. I'm applying for a job with the University of California. May I request a lactation accommodation as an applicant?**

Yes. Please contact Talent Management, the recruiter, or a similar University representative for assistance with a lactation accommodation request.

**6. Do I have to provide documentation to request access to a lactation space?**

Documentation is not required to request access to a lactation space for lactation purposes. The University generally will not require documentation when an employee requests lactation accommodation, but there may be certain circumstances when it is appropriate for the University to request such documentation.

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## **VIII. REVISION HISTORY**

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Policy changes effective as of **January 17, 2025**:

- Made technical edits for compliance with legal requirements
- Replaced references to "breastfeeding" and "mothers" with "lactation" and "lactating employees"
- Moved Procedures content into Policy section
- Made clarifying edits and typographical amendments
- Updated and added FAQs

Policy changes effective as of **December 10, 2018**:

- Removed existing gendered pronouns and replaced with gender-neutral language
- Updated web and document links, office titles, and typographical amendments
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0

Initial issuance effective **July 3, 2013**