

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.16 NURSING MOTHER BREAKS

PURPOSE	4.16-1 This policy is intended to provide guidance for managers and employees of Montgomery County to support breastfeeding employees. Lactating mothers must be afforded flexibility in their work schedules, such that the use of leave without pay is not required to cover time used for milk expression.
NOTIFICATION	4.16-2 Employees must notify their supervisor of their intention to express breastmilk so accommodations can be scheduled.
SCHEDULING	<p>4.16-3 Work schedules and work pattern flexibility will be provided to accommodate a reasonable break time for an employee to express breastmilk for her nursing child each time such employee has need to express the milk for up to one year after the child's birth.</p> <p>4.16-4 A breastfeeding employee is allowed to express milk during work hours, using her normal meal and break times. For time needed beyond these usual breaks, the employee may work alternate hours authorized by their supervisor.</p>
FACILITIES	4.16-5 Each Montgomery County department is required to designate a location at each facility with private space, other than a bathroom, shielded from view and free from intrusion for lactating employees to express milk. Where feasible, that space will be dedicated for the specific use of expressing milk. Where dedicated space is not feasible, a mixed-use space may be designated and lactating mothers will have priority over all other uses of the space.
SANITATION	<p>4.16-6 Designated locations will include a safe, clean water source within reasonable distance from the lactation space. Employees may store their expressed milk in their own personal coolers with ice packs or in a labeled, closed container in a nearby refrigerated space.</p> <p>4.16-7 Special accommodations will be made for mobile employees.</p>
BREASTFEEDING	4.16-8 In accordance with Texas Health and Safety Code Section 165.002, Montgomery County recognizes that a mother is entitled to breastfeed her baby in any location in which she is authorized to be.
EDUCATION	4.16-9 Prenatal and postpartum breastfeeding education and information is available for interested mothers and fathers from the Human Resources Department.