2I. **Rest Breaks for Expression of Breast Milk**

Morrow County will provide reasonable rest periods to accommodate an employee who needs to express milk for her child 18 months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

Morrow County will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time Morrow County is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, Morrow County may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. Morrow County will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

Morrow County will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, Morrow County will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

<u>Notice</u>

An employee who intends to express milk during work hours must give their supervisor reasonable oral or written notice of her intention to do so, in order to allow Morrow County time to make any preparations necessary for compliance with this rule.

<u>Storage</u>

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.