

**U.S. DISTRICT COURT – EASTERN DISTRICT OF CALIFORNIA**

**POLICY FOR SUPPORTING NURSING MOTHERS**

REVISED 8/28/2018



The U.S. District Court – Eastern District of California is committed to providing a supportive environment for nursing mothers. This policy is intended to help the court promote and achieve this goal.

**DESIGNATED COURT CONTACTS**

All court employees are expected to foster an atmosphere of support for nursing mothers. The following contacts have been designated to inform nursing mothers about this policy and assist them with their needs.

**Contact for Employees:**

Employee's immediate supervisor or Human Resources staff

**Contact for Jurors:**

[Jury Services Office](#)

**Contact for Members of the Bar or Public Attending a Court Hearing:**

[Courtroom Deputy assigned to the Presiding Judge](#)

**RESPONSIBILITIES OF THE COURT**

**Work Schedule and Duty Assignment Accommodations**

Supervisors are expected to work out reasonable accommodations with their employees. Accommodations will balance the needs of the individual mother with the needs of the Court. Factors to be discussed and taken into consideration will include the frequency and timing of when milk must be pumped, the regular duties and responsibilities assigned to the employee, and whether the employee works in a private or shared office space. Examples of reasonable accommodations that will be considered include, but are not limited to: use of a flexible break and/or lunch schedule, permitting the employee to pump milk in her private office or other private location while completing work, and/or a temporary reassignment of duties.

For jurors and members of the Bar and public who are attending a court hearing, reasonable accommodations will be coordinated through the designated court contact. Accommodations will balance the needs of the individual mother with the needs of the court and will be subject to the presiding judge's review and final approval.

### **Private Room**

A private room (not a restroom) will be made available for nursing mothers to pump milk. The room will be sanitary and have an electrical outlet. The room will also have a counter or desktop and chair. If an employee has a private office and prefers to use it, she may do so. A convenient location where a sink with running water is available will be communicated to the nursing mother. And if needed, a refrigerator to store milk in a secure location will be designated for convenient drop-off and pick-up.

## **RESPONSIBILITIES OF NURSING MOTHERS:**

### **Communication**

Nursing mothers who wish to pump milk while in the courthouse are expected to convey their needs to the designated court contact so that accommodations can be made and any issues or concerns that arise can be addressed in a timely manner.

### **Use of Rooms**

Nursing mothers are expected to leave any room they use in the courthouse for pumping milk in much the same condition as they found it. Any issues or concerns with the condition or location of a room should be reported to the designated court contact as soon as possible.

### **Storage**

Nursing mothers are responsible for proper storage of their milk. If using a shared refrigerator, stored milk should be labeled with the mother's name and the date collected so that it is not inadvertently confused with someone else's.

### **Use of Shared Rooms**

When more than one nursing mother needs to use a shared room, a sign-in log will be provided in the room so that usage times can be scheduled and reserved.