

# **2024 Amendments to the Harris County Personnel Policies & Procedures**

Effective: March 9, 2024

## ➤ **Section 1: Definitions**

Added the following definition:

### **CALENDAR YEAR**

One-year period that begins on January 1 and ends on December 31.

## ➤ **Section 12: Time Off and Leaves of Absence (Sick Leave)**

*12.44 Family Sick and Wellness Leave currently reads:*

### **12.0441 Family Sick and Wellness Leave**

Employees may use up to 120 hours of Sick Leave per Payroll Year to care for an Immediate Family Member who is sick or to seek preventative or routine health care for themselves or an Immediate Family Member. Family Sick and Wellness Leave is deducted from the employee's Sick Leave balance.

*Section will be amended to read:*

### **12.0441 Family Sick and Wellness Leave**

Employees may use up to 120 hours of Sick Leave per Calendar Year to care for an Immediate Family Member who is sick or to seek preventative or routine health care for themselves or an Immediate Family Member. Family Sick and Wellness Leave is deducted from the employee's Sick Leave balance.

## ➤ **Section 12: Time Off and Leaves of Absence (Pregnancy and Birth of Child)**

*12.102 Lactation/Breastfeeding currently reads:*

**12.102 Lactation/Breastfeeding:** Harris County supports breastfeeding employees by accommodating the need to express milk during the workday.

**12.1021** Departments will give a reasonable amount of break time and a place, other than a bathroom, which is shielded from view and free from intrusion from others to express milk for at least one year beginning from the birth of a child or when the employee begins providing breastmilk for a nursing child.

**12.1022** All Department lactation locations shall be reported to Facilities & Property Maintenance. If you need assistance locating or establishing a Lactation Room, please contact HRRM.

**12.1023** Lactation breaks of up to 20 minutes shall be paid. Break times more than 20 minutes are unpaid. If an employee is not completely relieved from duty while expressing breastmilk, the time will be considered compensable and must be reported as Hours Actually Worked by the employee.

***Section will be amended to read:***

**12.102 Lactation/Breastfeeding:** Harris County supports breastfeeding employees through accommodations to allow adequate time, proper space, and resources to build and maintain milk supply during the workday.

**12.1021** Harris County shall provide a private accessible area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for the purpose of expressing breastmilk. When available, employees may use the dedicated Lactation Rooms or other agreed spaces, for the purpose of expressing breastmilk. Designated Lactation Rooms include the following:

- a locking door, an electrical outlet, a clean work surface, and comfortable chair
- a safe, clean water source and sink for washing hands and cleaning breast-pumping equipment
- access to a hygienic clean place to store expressed breast milk. Employees are responsible for clearly labeling breast milk and removing from storage at the end of each workday.

**12.1022** All Department lactation locations shall be reported to the Harris County Engineering Department, Building Operations Services. If you need assistance locating or establishing a Lactation Room, please contact HRRM Benefits and Wellness. If you would like to request to use your own private office or other private location to express breastmilk, please consult your supervisor or HRRM.

**12.1023** Work schedule and work pattern flexibility will be provided to accommodate two to three reasonable lactation breaks a day for an employee to express breastmilk for their nursing child for up to one year after the birth of a child or when the employee begins providing breastmilk for a nursing child. If additional time is necessary to maintain milk supply, contact your supervisor or Human Resources & Risk Management.

**12.1024** Lactation breaks of up to 20 minutes shall be paid. Break times more than 20 minutes are unpaid. If an employee is not completely relieved from duty while expressing breastmilk, the time will be considered compensable and must be reported as Hours Actually Worked by the employee. Employees are encouraged to utilize their normal meal and compensated break times for any lactation needs. Managers will collaborate with employees to schedule any additional breaks on a case-by-case basis to fit the needs of each employee. **Retaliation against employees who exercise their rights under this policy is strictly prohibited.**