

4.8.5.1 GUIDELINES FOR LACTATION AND RELIGIOUS OBSERVANCE BREAKS AT THE MARYLAND JUDICIAL COMPLEX

(a) PURPOSE

These guidelines provide direction on how to manage the needs of employees and visitors (individuals) who need private space for lactation or personal religious purposes, such as prayer breaks, during business hours at the Maryland Judicial Complex (Complex).

(b) PROTECTIONS

- (1) The Judiciary *Policy on Lactation Breaks* protects an individual's right to pump milk upon returning to work after childbirth. The Complex provides a clean, private space for employees and other visitors to express milk.
- (2) The Judiciary *Policy on Religious Accommodation* requires the Judiciary to accommodate an employee's religious belief, observance, or practice in the workplace. A religious accommodation could include providing an employee with reasonable break times and a private space for religious observance.

(c) RESERVING SPACE FOR LACTATION AND RELIGIOUS OBSERVANCE BREAKS

- (1) Maryland Judicial Center (MJC) has two Personal Care Rooms – Room #130 and Room #317 – which have been designated to be used for lactation and religious observance breaks. Individuals at MJC must reserve these rooms through the Outlook Reservation System only. Judicial Information Systems (JIS) has one Personal Care Room – Room #3001 – which has been designated to be used for lactation and religious observance breaks. Individuals at JIS must reserve through the JIS Office Manager.
 - a. Employees should refer to the *Policy on Lactation Breaks* to coordinate breaks with a supervisor as needed.
 - b. Employees should refer to the *Policy on Religious Accommodation* for information on making an accommodation request with a supervisor.
 - c. Visitors can contact (410)-260-1280 or hr@mdcourts.gov for assistance reserving a Personal Care Room at the MJC.
- (2) The time in a Personal Care Room should be limited to authorized breaks or lunch periods. Users should be mindful of using the room only during the specific time for which the room was reserved, so that it may be available for others to use.
- (3) The room is equipped with interior locks, outlets, seating, and a flat surface on which to place the pump.
- (4) Users are required to leave the room in an orderly state for other individuals. Any issues with the condition of the room should be reported immediately to Facilities Administration at (410) 260-1577 or through ServiceNow at <https://mdcourts.service-now.com/sp>.

QUESTIONS: Please contact Employee Relations and Compliance at 410-260-1732 if there are any questions on lactation breaks. Please contact the Office of Legal Affairs & Fair Practices at 410-260-3679 if there are any questions on religious accommodations.

Effective: November 15, 2024