



Lactation Accommodation Policy

Monroe Personnel Service, LLC & Temptime | Effective October 2026

Monroe Personnel Service, LLC and Temptime support employees who wish to express breast milk at work. This policy explains your rights under California law (Labor Code sections 1030 to 1034) and the San Francisco Lactation in the Workplace Ordinance, and how to request an accommodation. Because you work on assignment at our clients' locations, we coordinate with each client to make sure these rights are honored wherever you work.

Your Right to Request a Lactation Accommodation

You have the right to request a lactation accommodation, including reasonable break time and a suitable private space, each time you need to express milk.

Break Time

- You may take a reasonable amount of break time each time you need to express milk.
- When possible, lactation breaks should run at the same time as your paid rest breaks. Any additional break time beyond your paid rest breaks may be unpaid. Record any unpaid lactation time on your timesheet as a non-work period.

Lactation Space

You will be provided a room or other location close to your work area that:

- is not a bathroom;
- is shielded from view and free from intrusion by coworkers and the public;
- is safe, clean and free of hazardous materials;
- has a surface to place a breast pump and personal items, a place to sit, and access to electricity; and
- has access to a sink with running water and a refrigerator (or cooler) for storing milk nearby.

How to Request an Accommodation

Tell us in writing, by email to staffing@temptime.com, or call Debra Mugnani Monroe at (415) 732-7520. You may also tell your client supervisor, but please let us know as well so we can coordinate with the client. You do not need to give advance notice before your first day back from leave, though advance notice helps us arrange space.

Our Obligation to Respond

We will respond to your request within five (5) business days and work with the client to provide break time and a lactation space. If we are unable to provide break time or a location that meets these requirements, we will explain why in writing and work with you on alternatives. We keep a record of each request and its outcome for three years.

No Retaliation

We will not discharge, discipline or retaliate against you in any way for requesting or using a lactation accommodation, or for filing a complaint about it.

Your Right to File a Complaint

If you believe your lactation rights have been violated, you may file a complaint with the California Labor Commissioner (Division of Labor Standards Enforcement) at dir.ca.gov/dlse. San Francisco employees may also contact the San Francisco Office of Labor Standards Enforcement (OLSE) at sf.gov/olse.

This policy is given to every new employee, to anyone who asks about pregnancy or parental leave, and is part of our Employee Handbook. Questions? Contact staffing@temptime.com or (415) 732-7520.