



TOWN OF WELLESLEY PREGNANCY AND LACTATION ACCOMMODATION POLICY

HR Board Approved:

Town Meeting Approved: October 26, 2020

Employees and applicants with needs related to pregnancy, childbirth or related conditions (including lactation) may request a reasonable accommodation to enable them to perform their job. A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. The Town of Wellesley will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the Town's programs, or business. The Town of Wellesley will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations. Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Town of their intent to return to work or when the employee's need for a reasonable accommodation ends.

The Town may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The Town will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk; or limits on lifting over twenty (20) pounds.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact the Human Resources Director, Town Hall, 525 Washington Street, Wellesley, MA (617-431-1019, x2244). When an employee makes a request for a reasonable accommodation, the Town and employee will engage in a timely, good-faith and interactive process to determine an effective and reasonable accommodation.