

# CAROLINA FAMILY HEALTH CENTERS, INC. POLICY

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**TITLE:** HR-505 Pregnant Workers Fairness Act

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**EFFECTIVE DATE:** October 28, 2025

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**SECTION:** Human Resources

**REFERENCE PROCEDURE:** HR-505.01 Accommodations for Lactating Mothers

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**RESPONSIBLE CHIEF OF STAFF:** Chief Operating Officer

**RESPONSIBLE COMMITTEE:** Employee Investment CIT

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**REVIEWED:**

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## **I. PURPOSE**

The purpose of this policy is to affirm that Carolina Family Health Centers, Inc. (CFHC, Inc.) is in compliance with the Pregnant Workers Fairness Act.

## **II. POLICY**

It is the policy of CFHC, Inc. to comply with all federal and state laws related to the employment of pregnant women who need an accommodation. The company will provide reasonable accommodations to employees experiencing pregnancy who may have pregnancy-related limitations, childbirth, lactation, or related medical conditions. Pregnancy-related accommodations may include,

- Modifications to work schedules to accommodate morning sickness.
- Additional breaks for bathroom, eating, and resting.
- Temporary reassignments, or equipment adjustments to remove activities that are strenuous, weight limits, or exposure to materials that are not safe during pregnancy.

An employee requiring any type of accommodation during their pregnancy and post-partum (for up to one year of the child's birth) must notify their supervisor and the Human Resources department. The Director of Human Resources and/or his/her designee will initiate the interactive process and will engage with the pregnant employee, the supervisor, and the Chief of Staff to determine a proper accommodation. The accommodation is provided unless it creates an undue hardship to the organization.

If an employee or an applicant for employment needs an accommodation related to a pregnancy-related condition, including the need for breaks to express milk, the employee must contact the Human Resources department, and the Director of Human Resources and/or his/her designee will initiate *HR-505 Accommodations for Lactating Mothers*.