

Nursing Employees' Accommodation

I. Scope:

In conformity with New York Labor Law 206-c, the Library provides a supportive environment where employees may express breast milk during work hours.

II. Requests for Accommodations

Employees who wish to express breast milk at work, must notify their supervisor in advance — generally before returning to work, if on leave. This allows the Library time to find an appropriate location and adjust schedules if needed.

Employees should submit a written request to their direct supervisor by e-mail, with a copy to the Chief Executive Officer. The Library will make every effort to respond to this request within five (5) days.

III. Accommodations

The Library will provide up to 30 minutes of paid break time, and permit employees to use existing paid break time or unpaid meal time for time in excess of 30 minutes, to allow an employee to express breast milk for an employee's nursing child, each time the employee has a reasonable need to do so, for up to three years following the birth of their child.

Employees may work additional hours, before or after their normal shift, to make up for unpaid breaks taken during the workday, as long as this time falls within the Library's normal work hours. Employees are not required to make up their unpaid break time if they choose.

IV. Lactation Room Requirements.

The Library will designate a private room or other location for employees to express breast milk, which is:

- A. In close proximity to the work area;
- B. Well lit;
- C. Shielded from view of others;
- D. Has a door with a lock;
- E. Contains a chair, small table/flat surface and an electrical outlet;
- F. Is not a restroom or toilet stall.

If the lactation room is not the sole purpose of the room, then, when the room is being used for the other purpose(s), another room will be made available that meets these requirements.

If providing a room that meets the above-referenced requirements present an undue hardship (either temporarily or permanently), the Library will still provide a room or other location — other than a restroom or stall — that meets as many of these requirements as possible.

If the Library has a refrigerator, employees may use it to store expressed breast milk. However, the Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

V. Non-Discrimination & Retaliation

Employees who choose to express breast milk in the workplace pursuant to this Policy will not be discriminated or retaliated against in any way.

VI. Notice of Policy

Pursuant to Labor Law 206-c, this Policy shall be distributed to all employees upon hire and annually thereafter, and to employees returning to work following the birth of a child.

Adopted: June 2023

Amended: September 2024 114