

## NURSING EMPLOYEES' ACCOMMODATION POLICY

### **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 Library Administration 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 the Business Manager and Assistant Director by e-mail.

The Library will make every effort to respond to this request within five (5) days.

### **III. Accommodations**

Employees may take reasonable unpaid break time to pump breast milk for up to three (3) years following the birth of their child.

Employees are entitled to take breaks every three hours, up to 20 minutes in length, to express breast milk.

Employees may take shorter breaks. Longer breaks will be granted if necessary. These breaks may be taken right before, or right after, an employee's regularly scheduled break periods (e.g., lunch), without deduction from those breaks.

Employees may also use their paid break time to express breast milk if they choose.

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 Main Building has a dedicated lactation room located in the Children's Room on the lower level. However, if this room is not convenient for an employee, or if the employee works at another branch, 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.

The Library is equipped with refrigerators that 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. The Patchogue-Medford Library will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy should be reported to Library Administration.

Adopted: October 18, 2023