

	<i>Responsible Office or Department:</i>	Human Resources
	<i>Effective Date:</i>	6/7/2023
Break Time for New York State Nursing Mothers		

PURPOSE:

Section 206-c of the New York State Labor Law gives all employees in New York the right to express breast milk in the workplace.

SCOPE:

All New York State employees

MAIN PROVISIONS:

Niagara University provides reasonable unpaid break time for our employees to express breast milk. In addition, employees are also permitted to use their paid break time or meal time to express breast milk. This time is provided for up to three years following childbirth. Niagara University provides a lactation room (Mother's Room location listed below) on campus (US) in Lewiston, NY for the purpose of breast milk expression.

Niagara University provides unpaid break time at least every three hours, if requested by the employee. However, the number of unpaid breaks an employee will need to express breast milk is unique and the university will provide reasonable break times based on the individual. An employee is permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast milk, as long as their supervisor is aware and this time falls within the university and/or department's normal work hours. However, an employee is not required to make up unpaid break time used for these purposes. Unpaid breaks provided for the expression of breast milk may be at least twenty minutes. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break may be at least thirty minutes.

PROCEDURES:

- If an employee needs to express breast milk at work, they will be required to give their supervisor reasonable advance notice. The employee will notify their supervisor when taking a break to express breast milk.
- If any employee will be utilizing the university's lactation room, they are required to contact Human Resources (hr@niagara.edu). If the employee has their own office or private space to express milk and will not be utilizing the lactation room, they do not have to notify Human Resources.
- Employees requesting use of the designated lactation room (Mother's Room) should do so by submitting a written request (email) to Human Resources (hr@niagara.edu).
 - Human Resources will respond to this request for a room information in writing (email) within five business days.

- Nursing mothers requesting use of the lactation room will be given a code for the door by Human Resources. The lactation room has a bolt lock for privacy when in use, as well.
- If multiple nursing mothers are utilizing the lactation room during the same period, a schedule will be established, so that there will be reserved times.
- The lactation room door code will be changed periodically for security reasons. Those with access will be notified of the updated code.

ADDITIONAL INFORMATION:

Lactation Room (Mother's Room) Location:

Gacioch Family and Alumni Admissions Center - Room #202 (Second Floor)

POLICY HISTORY:

- Originated: 6/7/2023
- Current Effective Date: 6/7/2023
- Next Review Date: **6/7/2026**
- Revision/Renewal Log:
 - None