

## **Weedsport Free Library Lactation Accommodation Policy**

Weedsport Free Library acknowledges the amendment of the New York State Department of Labor to allow accommodations for breastfeeding employees and supports the following worksite breastfeeding policy.

### **Association Responsibilities**

- **Sufficient Time:**
  - Employees are permitted to breastfeed or express milk during work hours using their normal breaks. If additional time is needed, employees may use personal leave or may make up additional time as negotiated with their supervisor.
- **Private Space:**
  - A private space, other than a bathroom, will be made available for employees to breastfeed or express milk. This private space will include the following:
    - Good natural or artificial light
    - Intrusion free space that is shielded from view
    - Close access to clean, running water
    - An electrical outlet
    - A chair
    - A table, desk or other flat surface
  - Weedsport Free Library will provide access to hygienic storage options for storing breastmilk. This might include an employee refrigerator or an employee cooler.
- **Support**
  - Supervisors are responsible for informing pregnant or lactating women on the lactation accommodation policy for employees. It is expected that all employees will support a positive environment for those who may be breastfeeding.

### **Employee Responsibilities**

- **Communication with supervisors**
  - Current breastfeeding employees must keep their supervisor informed of their needs so appropriate accommodations can be made to satisfy both the employee and the association.
- **Maintenance of private room for milk expression**
  - Maintenance of the designated breastfeeding room and other spaces used for breastfeeding are the responsibility of the employee. The employee will ensure the area remains clean for other employees to use.
- **Safe storage**
  - To ensure safe keeping for expressed milk, breastfeeding employees will store milk in the designated employee refrigerator or cooler. Employees must keep expressed milk in closed containers and bring milk home each evening. Those employees using the refrigerator/cooler are responsible for keeping it clean.