

YESHIVA UNIVERSITY

Lactation Room Policy and Procedures

Policy

Yeshiva University is committed to supporting breastfeeding mothers in the workplace, in accordance with the New York State Department of Labor Guidelines.

It is the policy of Yeshiva University to allow lactating mothers the opportunity to take time away from work to express breast milk for up to three (3) years following child birth. The University will provide a clean private room or other location within close proximity to work areas where employees can express milk in privacy.

Scope

This Policy applies to all Yeshiva University faculty and staff (including temporary and casual staff). Employees covered under collective bargaining agreements are also covered under this Policy. Managers are encouraged to work within applicable union policies and contracts.

Procedure

To request an accommodation for unpaid/paid break time to express breast milk, employees should give advance, written notice to their immediate supervisor or manager so as to ensure adequate staffing within the department. Nursing mothers will be provided a reasonable amount of unpaid break time, or they may use paid break time, to express milk as frequently as needed. The break time shall, if possible, run concurrently with any break time already provided to the employee and generally be at least 20 minutes (30 minutes if the Lactation Room is located far from the employee's worksite) every 3 hours, unless an alternative arrangement is made with the supervisor or manager.

To request access to the Lactation Room on a particular campus, please contact the following:

- Wilf Campus Security: 212.960.5200
- Beren Campus Security: 212.340.7796
- Brookdale/Cardozo Campus Student Services: 212.790.0429
- Ferkauf Campus Security: 718.430.3800

It is best to provide at least ten days advance notice of your need for the room and your expected schedule, but the University will do its best to accommodate same and next-day requests. Access is provided either by key or code. The individual campus contacts listed above will endeavor to communicate any change in access in advance.

Please respect the privacy of all Lactation Room users by knocking prior to entering the room. Never prop open the door. You are expected to clean up after each use of the room, out of respect for the next user and to prevent contamination. Please allow enough time in

your schedule to clean the surfaces and dispose of trash properly. We recommend that you bring antibacterial wipes with you.

Space for Lactation

Each room is secure, private, well-lit and sanitary; is equipped with a table, chair and electrical outlet; and locks from the inside. The rooms are within reasonable proximity of running water and a refrigerator. Nursing mothers will need to provide their own breast pumps, adapters and accessories. The University is not responsible for the security or integrity of breast milk stored in or outside of the University refrigerators.

Employees may access the Lactation Rooms only for the purposes of expressing and collecting breast milk.

Cooperative Dialogue

The University will engage in cooperative dialogue with employees to meet individual needs. If the University is unable to provide a specific accommodation, reasonable alternatives will be suggested in order to meet the employee's needs.

Complaint Procedure

New York State law prohibits discrimination against an employee who chooses to express breast milk in the workplace. Any complaints of discrimination will be handled under the University's Non-Discrimination & Anti-Harassment Policy. At any time, an individual may pursue other remedies available under New York State.

Lactation Room Locations

- Wilf Campus:

Belfer Hall	Room 218A
Furst Hall	Room 516
Marsha Stern Talmudical Academy (MTA)/Zysman Hall	Room 220

- Beren Campus:

245 Lexington Avenue	Room 103
215 Lexington Avenue	Room 402A

- Brookdale/Cardozo Campus:

55 5 th Avenue	Room 539
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- Ferkauf Campus:

1165 Morris Park Avenue	Room 206A
1225 Morris Park Avenue	Room 5C-8A