



Jamestown Community College
Policies and Procedures

Policy Title	Rights of Nursing Mothers	Policy Number	051
Section	Governance, Organization and General Information	Approval Date	6/2017
Subsection	Individual Rights	Effective Date	6/2017
Responsible Office	Human Resources	Review Date	

1.0 Purpose

1.1 The College shall provide nursing mothers a reasonable break time to express breast milk in the workplace.

2.0 Policy

2.1 The College will provide a nursing mother with up to thirty (30) minutes of unpaid break time, no more than once every three (3) hours, in order to express breast milk for her nursing child.

2.2 The College will make reasonable efforts to provide a room or other suitable location where the employee can express milk in privacy.

2.3 It is the responsibility of the Employee to notify her supervisor and Human Resources of the intent to avail herself of this benefit prior to returning to work following the birth of her child.

3.0 Procedures

3.1 The College shall provide written notification of the right to take unpaid leave for the purpose of expressing breast milk to all employees returning to work following the birth of a child.

3.2 Leave time taken for the purpose of expressing breast milk must be made up by the employee during normal College work hours.

4.0 Definitions

4.1 College: Jamestown Community College.

4.2 Privacy: The room or location provided to the employee for the purpose of expressing breast milk shall not be open or easily accessible to others including employees, customers or other members of the public.

4.3 Reasonable Effort: Requires the College to provide a room or other location for use by employees expressing breast milk so long as it is neither significantly impracticable, inconvenient, nor expensive to do so.

4.4 Reasonable Unpaid Break Time: Break time sufficient to allow the employee to express breast milk.

5.0 References

5.1 New York State Nursing Mothers in the Workplace Act

5.2 Guidelines Regarding the Rights of Nursing Mothers to Express Breast milk in the Work Place. Section 206-c of the New York State Labor Law, <http://labor.ny.gov/formsdocs/wp/LS702.pdf>