RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
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LACTATION ACCOMMODATION POLICY

In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with applicable law, Research Foundation of CUNY supports the rights of employees and students who are nursing mothers. RFCUNY is dedicated to accommodating the needs of nursing mothers for break time and a private space to express breast milk. These procedures are effective March 18, 2019

RFCUNY 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 can be reported to Human Resources.

Requesting Use of Lactation Room
RFCUNY employees should refer to the guidelines set forth by the Human Resources office at their campus/work location for information regarding requesting a room for lactation.

PROCEDURES FOR EMPLOYEES

Requests for Time Off to Express Milk
Employees should discuss their requests with their supervisors. Such requests can be made orally or in writing. Employees may request reasonable unpaid break time and/or use their paid breaks or meal times for this purpose. The employee may also ask her supervisor whether it would be possible for some or all of the time used to express milk to be made up at the beginning or end of the work day.

Requests for Lactation Rooms
Employees should check with their campus human resources office to determine if a lactation room has been designated at their campus. In the absence of a designated lactation room, employees should discuss with campus human resources office the identification of an appropriate space that complies with the lactation room specifications detailed in the lactation room policy. After an employee requests the use of a lactation room, the CUNY college/unit must respond to the request within five days. Once a space has been identified, the employee should ensure that their human resources office has the necessary information regarding the duration and hours that the employee will be using the room.