Lactation Time Away From Work

**Policy Statement**

The university provides reasonable time away from work for lactating mothers in its employ to express breast milk, and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

**Reason for Policy**

In compliance with federal and New York State law, and in support of the institution’s life-quality initiatives for working families, the university recognizes and respects the need to accommodate lactating mothers who choose to express breast milk during work time, without discrimination.

**Entities Affected by This Policy**

- All units of the university

**Who Should Read This Policy**

- All members of the Cornell University faculty, academic and nonacademic staff, including regular, temporary, casual staff members, and student employees.

**Web Address for This Policy**

- This policy: [www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/timeaway.cfm](http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/timeaway.cfm)
- University Policy Office: [www.policy.cornell.edu](http://www.policy.cornell.edu)
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RELATED RESOURCES

University Policies and Documents
University Policy 6.2.1, Leaves for Professors and Academic Staff
University Policy 6.6.13, Flexibility in the Workplace
University Policy 6.9, Time Away From Work (sections on Vacation, Holiday, Health and Personal Leave, and Medical Leaves for Nonacademic Staff)
Lactation and Breastfeeding Support
Student Employment Policies and Procedures of the Office of Financial Aid and Student Employment

Other Documents
New York State Labor Law, Article 7, Section 206-C
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CONTACTS

Direct any general questions about this policy to your college or unit’s administrative or Human Resources office. Direct questions about specific issues to the following offices.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification and Interpretation</td>
<td>Career/Life Services</td>
<td>(607) 255-5298</td>
<td><a href="mailto:wellbeing@cornell.edu">wellbeing@cornell.edu</a></td>
</tr>
<tr>
<td></td>
<td>College/unit Human Resource Representative</td>
<td></td>
<td><a href="http://www.hr.cornell.edu/about/hr_leaders.html">www.hr.cornell.edu/about/hr_leaders.html</a></td>
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DEFINITIONS

These definitions apply to terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Eligible Employee</th>
<th>All members of the university faculty, academic and nonacademic staff including regular, temporary, casual, and student employees.</th>
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<tbody>
<tr>
<td>Student Employee</td>
<td>A student appointed to the university's hourly payroll.</td>
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### RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Academic Staff Seeking Time Away From Work to Express Breast Milk</th>
<th>Refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.</th>
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</thead>
<tbody>
<tr>
<td>College/Unit Making Accommodation for Individuals Expressing Breast Milk</td>
<td>Make reasonable efforts to provide a private room or other location in close proximity to the work area for individuals expressing breast milk.</td>
</tr>
<tr>
<td>Individuals Seeking Time Away From Work to Express Breast Milk</td>
<td>Contact the supervisor or college/unit level human resource representative to request time off, in advance, in accordance with their unit’s procedure.</td>
</tr>
<tr>
<td>Supervisors</td>
<td>Respond to requests for time away from work to express breast milk, in accordance with college/unit procedure.</td>
</tr>
</tbody>
</table>
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PRINCIPLES

Overview

The university provides reasonable time away from work for lactating mothers in its employ to express breast milk, and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

Eligible employees include all faculty, academic, and nonacademic staff, including regular, temporary, and casual staff, and student employees who may request time away from work to express breast milk for up to three years following the birth of a child. For this accommodation, Cornell will make reasonable efforts to provide a private room or other location in close proximity to the work area.

Note: This policy does not accommodate breastfeeding in the workplace.
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PROCEDURES

Requesting Accommodation

Unpaid break time, paid break time, or unpaid meal time, as well as health and personal leave, vacation, or flexible scheduling can be used for this accommodation.

To make reasonable time away from work arrangements to express breast milk, nonacademic staff must request time off, in advance, from the supervisor, in accordance with their unit’s procedure for requesting time away from work. Supervisors must respond in accordance with unit procedure.

Academic staff seeking time away from work to express breast milk should refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.

Employees of the Weill Cornell Medical College should request time off in accordance with the procedures appropriate for their work unit.