



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 makes 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 work/life 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

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses

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.

MOST CURRENT VERSION OF THIS POLICY

- www.dfa.cornell.edu/policy/policies/lactation-time-away-work

POLICY 6.9

Lactation Time Away from Work

CONTENTS

Policy Statement	1
Reason for Policy	1
Entities Affected by this Policy	1
Who Should Read this Policy	1
Most Current Version of this Policy	1
Related Resources	3
Contacts	4
Definitions	5
Responsibilities	6
Principles	7
Overview	7
Procedures	8
Requesting an Accommodation	8

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POLICY 6.9

Lactation Time Away from Work

RELATED RESOURCES

University Policies and Information Applicable to All Units of the University

[Lactation and Breastfeeding Support](#) (access to directory of available spaces and other accommodations)

[University Building Design and Construction Standards – Lactation/Mothers' Rooms \(PDF\)](#)

University Policies and Information Applicable to Only Ithaca Campus Units

[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)

[Student Employment Policies and Procedures](#) of the Office of Financial Aid and Student Employment

External Documentation

[New York State Labor Law, Article 7, Section 206-C](#)

[United States Department of Labor Break Time for Nursing Mothers](#)

POLICY 6.9

Lactation Time Away from Work

CONTACTS

Direct any general questions about this policy to your college or unit administrative or human resources office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation	Work/Life	(607) 255-1917	worklife@cornell.edu
	College/unit Human Resources Representative		hr.cornell.edu/find-your-hr-representative

POLICY 6.9

Lactation Time Away from Work

DEFINITIONS

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

Eligible Employee	All members of the university faculty, academic and nonacademic staff including regular, temporary, casual, and student employees.
Student Employee	A student appointed to the university's hourly payroll.

POLICY 6.9

Lactation Time Away from Work

RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

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

POLICY 6.9

Lactation Time Away from Work

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.

POLICY 6.9

Lactation Time Away from Work

PROCEDURES

Requesting an Accommodation

Unpaid break time, paid break time, or unpaid mealtime, 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 Weill Cornell Medicine should request time off in accordance with the procedures appropriate for their work unit.