


# Montefiore

<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>	<b>SUBJECT: Workplace Lactation Policy</b>
<b>APPROVED:</b>   <b>DAVID BRODSKY</b>	<b>POLICY NUMBER: VII-21</b>
	<b>PAGES: 1 of 4</b>
	<b>DATE ISSUED: December 15, 2011</b>
	<b>DATE REVIEWED/REVISED: 07/14/23</b>

## **GENERAL POLICY:**

Montefiore Medical Center (Montefiore) provides accommodations to Associates who express breast milk during work hours. Associates may express breast milk for up to three years at work, pursuant to this policy, following the birth of a child. Montefiore is aware of the positive health effects of breastfeeding on both mother and child. Consistent with that knowledge and its goal of promoting a culture of health and wellness, Montefiore provides a lactation-friendly environment and supports Associates who continue to breastfeed and express breast milk after returning to work. Montefiore's policy adheres to Federal, State and Local laws.

All Associates are responsible for providing a respectful and supportive atmosphere for Associates who express breast milk in the workplace. Montefiore will not tolerate discrimination against, harassment, or retaliation of Associates who express breast milk in the workplace, who have made a request to do so, or who have filed a complaint regarding workplace lactation. Associates who engage in discriminatory, retaliatory, or harassing behavior will be disciplined, up to and including termination. Any discrimination, harassment, retaliation, or violation of this policy can be reported as set forth in HR Policy VI-6, Non-Discrimination and Anti-Harassment (including Sexual Harassment).

A private room and reasonable amount of break time should be provided to Associates to express breast milk, in accordance with the following guidelines.


## **Lactation Breaks**

Montefiore will provide Associates with reasonable unpaid break time, or the opportunity to use their available paid break time or meal time, to express breast milk (see Section 206-c of the New York State Labor Law; HR Policy IV-7, Rest Periods; and any similar provisions of applicable collective bargaining agreement). An Associate may use their regular paid break time or meal time to express breast milk but are not required to do so.

The duration of a break can vary depending on the personal needs of the Associate. Generally, each break should be no less than twenty to thirty minutes. Associates can elect to take shorter breaks for this purpose. Associates can request and Montefiore must provide lactation breaks at least once every three hours. Additionally, Associates may request more frequent lactation breaks and Montefiore must provide reasonable unpaid break time.

Montefiore, including Managers, is to respond to a request for a lactation break time within a reasonable amount of time not to exceed five business days.

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Associates and Managers are expected to work in a cooperative manner to meet an Associate's lactation needs and to meet business needs.

Associates can contact Employee and Labor Relations at 718-920-4998 with any concerns regarding lactation breaks.

## **Lactation Areas, Request Form and Process**


In addition to providing the necessary time during the workday, Montefiore must provide a private room or alternative location for Associates to express breast milk. A private room or space that has good natural or artificial light, shielded from view and free from intrusion, should be designated and made available for Associates to express breast milk. Bathrooms, open air cubicles, closets, and shared spaces should not be designated for this purpose. Designated lactation rooms have been established and equipped with an electrical outlet for personal electric breast pump usage, a table, chair(s), trash can, a sink close by for hand washing and rinsing out containers and breast pump parts, and a refrigerator for storage of expressed milk.

Associates must complete a Request for Access and Authorization Form and send it to To Your Health! Associate Wellness at [toyourhealth@montefiore.org](mailto:toyourhealth@montefiore.org) or fax to: 914.378.6053 to request access and to be authorized to use a designated lactation room. Associates should submit this Form before their return to work to allow sufficient time for processing. Moses, Einstein, Wakefield, Westchester Square, the Hutch, Fordham Plaza, Yonkers, and Tarrytown campuses have designated lactation rooms. The location of the designated lactation rooms is also contained in the attached Request for Access and Authorization Form. Associates can find information about the formal lactation rooms by accessing <https://www.mymontebenefits.com/to-your-health/parental-and-lactation-resources>

Associates are individually responsible for keeping the lactation rooms clean and ready for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur. Associates should not leave any personal items, including their personal breast pumps, in the suite when not being personally utilized.

If an Associate works in a location that is not in reasonable proximity to a designated lactation room, they are to engage in a discussion with their Manager to locate a suitable room for their lactation needs. If Associates prefer, and where it does not create an undue hardship for Montefiore, they may express breast milk in their own private office or other suitable locations as agreed upon by their Manager. If a suitable location to express breast milk is not agreed upon after discussion with their Manager, the Associate can contact their HR Business Partner or Employee and Labor Relations at 718-920-4998.

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If the number of Associates that need to use a dedicated lactation room at the same time exceeds the capacity of the lactation room (some dedicated lactation rooms have capacity for either 1 or 2 Associates), the affected Associate(s) can inform their HR Business Partner or Manager of that situation to explore alternative accommodations. Montefiore will discuss various options with all Associates who use the lactation room to determine what arrangement addresses each Associate's needs such that each Associate has access to a lactation room. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each Associate is afforded a reasonable amount of time to express breast milk.

## **Response to Requests**

Montefiore, including Managers, is to respond to a request for break time, a lactation room, or accommodation within a reasonable amount of time not to exceed five business days.

If Montefiore believes that the request for a lactation room/space poses an undue hardship on Montefiore, Montefiore shall engage in a cooperative dialogue, which can be written or oral, concerning the Associate's accommodation needs; potential accommodations that may address the Associate's accommodation needs, including alternatives to a requested accommodation; and the difficulties that such potential accommodations may pose for Montefiore. At the conclusion of the cooperative dialogue process, Associates will be notified in writing in a Grant or Denial of Reasonable Accommodation Request Form whether the request has been granted, denied or an alternative accommodation will be provided. Human Resources or the Associate's Manager will complete the Grant or Denial of Reasonable Accommodation Request Form. The Associate is to sign the form to indicate receipt of the form and a copy kept in the Associate's departmental file. The template Grant or Denial of Reasonable Accommodation Request Form is available on the Montefiore Intranet.


Employee and Labor Relations must approve any denial of a request for accommodation.

See also Human Resources Policy VI-8: Non-Discrimination Against and Accommodation of Individuals with Disabilities (including Pregnancy) for Montefiore's policy regarding accommodation requests for pregnancy, childbirth, or related medical conditions.

## **Breastfeeding Equipment**

Associates are required to provide their own breast pumps for use in expressing milk during work hours.

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## **Breast Milk Storage**

Associates are personally responsible for the storage of their expressed milk. Where provided, milk may be stored in refrigerators provided by Montefiore and must be clearly labeled with the Associate's name. To ensure the safety of the stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to avoid leakage or contamination. Associates may also bring in small ice chests for storing breast milk.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*

## MONTEFIORE ASSOCIATE LACTATION ROOM ACCESS REQUEST FORM

NOTE: Prior access is required to enter the Lactation Rooms. To obtain access please complete this form and send to To Your Health! Associate Wellness at [toyourhealth@montefiore.org](mailto:toyourhealth@montefiore.org) or fax to: 914.378.6053. Associates should submit this form before their return to work to allow sufficient time for processing.

I am requesting access to an Associate Lactation Suite at\*: (check all that apply)

\_\_\_\_ Moses Campus  
(Hoffheimer 4)

\_\_\_\_ Hutch Tower (Tower  
II – Pediatric Side Room  
11-119)

\_\_\_\_ Fordham Plaza  
(Room 1136)

\_\_\_\_ Westchester Square  
(Room 3-27)

\_\_\_\_ Wakefield Campus  
(107, CAMP building)

\_\_\_\_ Tarrytown  
(Bldg D, Ground Floor,  
near loading dock)

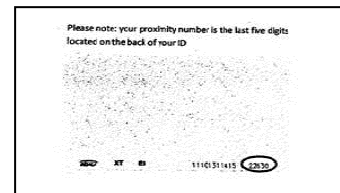
\_\_\_\_ Einstein Campus  
(2-226, 2N, Main Corridor)

\_\_\_\_ Yonkers Campus  
(3 Odell, 2C-45A, 1st floor)

Name: \_\_\_\_\_ Email \_\_\_\_\_

Phone #: \_\_\_\_\_

Proximity Code on ID (see image): \_\_\_\_\_  
(last 5 digits after long number on side of ID card – not EZ ID)



Department Name:

Location:

Manager Name:

Manager Phone #

Beginning on (Date)

# of Breaks you  
anticipate needing  
during work day

Preferred times to  
express breast milk,  
if any

Associate Signature

Date

Access to the Associate Lactation Suite is granted according to the Montefiore Policy: Human Resources VII-21 – Workplace Lactation Policy, available on the Montefiore Intranet.

This policy and information about breastfeeding is available to all associates on Montefiore's intranet and at

<https://www.mymontebenefits.com/to-your-health/parental-and-lactation-resources>

Specific information about lactation support and lactation accommodations is also available to Associates at the time they go on maternity leave.

\*An associate with Lactation space needs at locations not listed can arrange accommodations with their Manager and/or HR Business Partner.