Lactation S up port in th e Workpl ace Polic y

Skidm ore Colle ge will accomm odate requests from employees who need to express breast m ilk during

the workday, in accordance with the term s and conditio ns of this Po licy. This Policy cove rs full-time,

part-time, and tem porary em ploy ees needing to ex pres s breast m ilk during the workday (hereinafte r,

“covered em ployees”). This Poli c y is des igned to co mply with all applicable laws , including the F air L abor

Standards A c t (FLSA) and New Yo rk L abo r L aw § 20 6-c .

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A lactation room shall be in reasonable and close proximity to the employee’s work area (i.e., within a
walking distance that does not appreciably lengthen the break time). Employees must be able to safely
store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. The
College is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its
premises. The employee is required to store all expressed milk in closed containers, regardless of the
method of storage and to bring such milk home each evening.

A private or vacant office or other available room may be used as a lactation room, provided that the
room/location accords to the standards set forth in this Policy. If a room designated to serve as a
lactation room is also used for another purpose, the sole function of the room shall be as a lactation
room while the employee is using the room to express breast milk. When an employee is using the room
to express milk, the College shall provide notice to other employees that the room is given preference
for use as a lactation room.
Process of Requesting the Use of a Lactation Room
Covered employees have a right to request a lactation room. The process for requesting break time to
use a lactation room to express milk is as follows:
1. Covered employees may make a request to their supervisor or Human Resources (HR).
2. When considering the employee’s request, the employee’s supervisor and HR shall consult as
necessary and appropriate. The supervisor will respond to the covered employee’s request within
a reasonable amount of time not to exceed five (5) business days.
 3. When two or more covered employees need to use the room at the same time, the employee(s)
should contact HR, who will determine the process for the use of the room. HR will discuss options with
the employees to determine what arrangement will address each of the employee’s needs. 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 employee is afforded a reasonable
amount of time to pump.

If the covered employee’s request to use a lactation room poses an undue hardship, Skidmore’s
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