

THE MOUNT SINAI HEALTH SYSTEM, NEW YORK STANDARD: POLICY	SUBJECT NO. HR-15.07
DEPARTMENT: HUMAN RESOURCES	
SUBJECT: NURSING MOTHERS IN THE WORKPLACE	

Original Date Issued: 08/29/2012

Date Last Reviewed:	08/29/2012	02/2013	10/2014	07/2018	03/2019
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**Policy:** The MSHS will provide reasonable unpaid break time or meal periods, or permit employees to use paid break time each day to allow an employee to express breast milk pursuant to New York Labor Law § 206-c. Unless it causes an undue hardship, the MSHS will provide, within reasonable proximity to the employee’s work area, a lactation room and a refrigerator suitable for breast milk storage.

A “lactation room” is defined as a sanitary place, other than a restroom, that can be used to express breast milk shielded from view and free from intrusion. The designated lactation room must be in reasonable proximity to the employee’s work area and include an electrical outlet, a chair, a surface where a breast pump and other personal items may be placed, and close access to running water.

**Procedure:**

1. The MSHS will provide notice to employees of their right to express breast milk. This policy will be distributed to all employees upon hire.
2. Employees wishing to use this benefit shall submit a request using the attached form to her supervisor or manager. The supervisor or manager will respond to the request within five (5) business days.
3. If providing a lactation room will impose an undue hardship, the MSHS will engage in a cooperative dialogue with the employee.
4. Reasonable break time shall generally be no less than twenty (20) minutes.

This policy supersedes any previous policy or policies published on the subject matter it treats. Mount Sinai Health System reserves the right to revise or revoke this policy, at any time, and in any lawful manner, without prior notice.

5. While a lactation room may be used for other purposes, its use for expressing milk takes priority over any other purpose.
  
6. If two or more employees need to use the lactation room to express milk at the same time, the employees may first attempt to amicably resolve the matter with each other. Should an employee be temporarily locked out of the lactation room for this reason, the employee should immediately return to work and notify her supervisor or manager. If feasible, the supervisor or manager should accommodate a change in break schedule for that day to allow the employee time to express milk.

The employees should also share contact information to coordinate future use of the lactation room. When necessary, the employees should request their supervisor(s) or manager(s) to assist with coordination. The employees may also contact their local Human Resources / Labor Relations Department to provide any follow up required:

- Mount Sinai Hospital: (212) 241-8381
- Icahn School of Medicine: (212) 241-4095
- Mount Sinai Queens: (718) 808-7716
- Mount Sinai St. Luke's / West: (212) 523-2001
- Mount Sinai Beth Israel: (212) 844-7679
- Mount Sinai Brooklyn: (718) 951-2767
- NYEEI: (212) 979-4276

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**Lactation Room Request Form**

**THIS PORTION TO BE COMPLETED BY EMPLOYEE**

**Date:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Title:** \_\_\_\_\_ **DOH:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Supv./Director:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Approximate Dates Requested:** \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY SUPERVISOR OR MANAGER**

Request is Granted

Available Lactation Room Location(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request is Denied

Why Lactation Room would cause an undue hardship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooperative Dialogue Meetings / Communications:

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