Expression of Breast Milk and Nursing Policy

IC3 is committed to supporting employees who are breastfeeding by providing reasonable accommodations to express breast milk or nurse an enrolled child.

Employees may express breast milk or nurse an enrolled child during the workday for up to three (3) years following the birth of their child.

Break Time

IC3 will provide employees with:

- Up to 30 minutes of paid break time each time an employee needs to express breast milk or nurse an enrolled child.
- If additional time is needed beyond the 30-minute paid break, employees may use their regular unpaid meal period or other available break time for this purpose.

Breaks should be coordinated with IC3's scheduler and/or IC3 Administrative Assistant whenever possible to minimize disruption to program operations while ensuring the employee's rights are protected.

Lactation Space

IC3 will provide a private space for expressing breast milk or nursing that:

- Is located close to the employee's work area whenever practicable.
- Is not a restroom.
- Is shielded from view and free from intrusion by coworkers, children, and the public.
- Meets applicable New York State requirements and includes, whenever practicable:
    - A chair.
    - A working surface.
    - An electrical outlet.
    - Access to nearby running water.

Requesting Accommodations

Employees who anticipate needing lactation accommodations should notify the Program Director before returning to work following the birth of a child. Employees should provide an estimated schedule for expressing breast milk or nursing an enrolled child so that appropriate staffing and space arrangements can be made.

IC3 recognizes that an employee's needs may change over time and will work collaboratively with employees to adjust schedules and accommodations as necessary.