



MOLLOY UNIVERSITY

Policy # HR.312
Lactation
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2017
Effective Date: 05/01/2017
Scope: All Employees
Last Revised: 07/01/2021
Last Reviewed: 07/01/2022

LACTATION

- Molloy has identified several rooms on campus to serve as a lactation room when employees are using the room to express breast milk. Human Resources will notify other employees that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time[s] when employees need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room.
- The employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes.
- Human Resources will ensure that the multi-purpose room can be locked from the inside so that the employee pumping can do so without intrusion.
- Human Resources will ensure that the multi-purpose room is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water and a refrigerator to store breast milk.
- If the multi-purpose room is unavailable for use as a lactation room when an employee needs it, Human Resources will provide alternate space for temporary use as a lactation room.
- Even if the multi-purpose room is available, an employee who wishes to pump at their usual workspace will be permitted to do this so long as it does not create an undue hardship for the University.

Reasonable Time to Express Breast Milk

- Molloy will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk. Human Resources will speak with the employee to determine a schedule of breaks that reasonably accommodates the pumping needs of the employee.
- An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are
- Molloy does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time.

Lactation Accommodation Request Process

- Before an employee returns from parental leave, Human Resources will resend this policy to the employee in writing (electronically or by mail) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work.
- Employees may also independently request a lactation accommodation by contacting Human Resources. A request may be made orally or in writing and should indicate that the employee will need accommodations for expressing breast milk at work.
- Human Resources will respond to a request for a lactation accommodation **as quickly as possible**. Under no circumstances will this amount of time exceed five (5) business days. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Molloy will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs, unless that poses an undue hardship for the employer.
- The University recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

Undue Hardship

- If Molloy believes that the lactation accommodation requested poses an undue hardship on the University, Human Resources will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but absolutely no later than five (5) business days from the date of the request. The conversation will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with Molloy about their needs, and the University has an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

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