

CSI LACTATION POLICY

In recognition of the choice many mothers make to breastfeed, CSI is dedicated to making its best effort to accommodate employee requests from nursing mothers for break time, and to making a private space to express and refrigerate breast milk available to faculty.

Available Lactation Room/Space

CSI has established Room 1P-008 in the Center for the Arts as a lactation room. It is a clean, private, and comfortable space with a lock, electrical outlet, a chair, and a table, a sink with running water and paper towels.

Those seeking to arrange for access to the lactation room, should present their current CSI ID to the Office of the Vice President for Finance & Administration, 1A-309. Keys for the room will be issued through that Office.

Provision of time to Staff and Faculty

In addition to provision of access to the lactation room or similar space, CSI will accommodate employee scheduling of reasonable break time for up to three years after their child's birth to express milk.

Staff members seeking time off to express milk should discuss their request with their supervisor, and flexibility – to the extent possible - on the part of the employee and their supervisor is encouraged.

Staff members may request reasonable unpaid break time and/or use their paid break or meal times for this purpose and/or the time used to express milk may be made up by extending the work day (i.e., at the beginning or end of the work day).

Staff members should provide their supervisors with the approximate times of day and periods of time requested for breaks. (Generally, a maximum of 15-25 minutes three times a day should be sufficient, depending on how far away the location is from your work space.)

Faculty member requests for an accommodation regarding time to express milk should be made to the Chairperson of their Department.

Any questions/concerns:

Employees and supervisors must consult with the Director of Human Resources at 718-982-2379 should any difficulties arise in complying with this policy.