

**LACTATION AND BREASTFEEDING POLICY**

As part of our family-friendly policies and benefits, Connetquot Public Library supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

For up to three years after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Connetquot Public Library will provide a designated room for this purpose. Employees must reserve the room by contacting the Personnel Office.

A separate refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Breaks of more than 30 minutes in length will be unpaid, and recorded on timesheets where appropriate.

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**Policy 500-110**  
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