



MEMORANDUM

DATE: June 26, 2024

TO: All NYC Health + Hospitals Staff

FROM: Yvette Villanueva *YV*
Senior Vice President, Human Resources

SUBJECT: Update to Employee Lactation Accommodation OP 20-74

Operating Procedure 20-74 is being updated to reflect the following change:

NYC Health + Hospitals will provide thirty (30) minutes of paid break time to express breast milk when the employee has a need to express breast milk, which will not be taken from leave balance accruals. This paid time is in addition to any regularly scheduled break time or meal time. Employees may use their regularly scheduled break times or meal time for milk expression should they need additional time in excess of 30 minutes. The number of paid breaks an employee will need to express breast milk is unique to each employee, so reasonable break times will be provided based on the individual.

Employees may also opt to take shorter paid breaks. Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person. Employees can also choose to take breast milk expression breaks right before or after their regularly scheduled paid break or meal periods. Employees are not required to complete work tasks while expressing breast milk, however, an employee may voluntarily decide to do so.

An employee may take break time to pump breast milk at work for up to three years following the birth of a child.

Employees who wish to express breast milk at work and utilize the paid break time (along with any additional time needed) will need to notify their manager in advance in writing (email is sufficient). The written notification should include details regarding how many breaks the employee anticipates needing during the work day and if there are preferred times to express breast milk.

cc: Jeannith Michelen
Corporate Payroll