

Employee Handbook Amendments

To comply with new law, the following amendments to the Employee handbook is proposed:

NURSING AND PRIVATE AREA FOR EXPRESSION OF BREAST MILK

WLS will provide a private area for the expression of breast milk for up to three years following the birth of a child. Nursing employees may take a 2030-minute ~~un~~paid break every three hours. An employee may take more or less time, as needed. At the employee's choice, each break may be taken independently or right before or after a regularly scheduled paid or unpaid break. ~~An employee may choose to work before or after regularly scheduled work time to make up for the break time taken to pump breast milk.~~

Accommodation for the expression of breast milk should be made in advance, if possible. WLS will provide a private location for this purpose which will include a chair, small table, and access to an electrical outlet. In addition, WLS provides access to clean water supply and a refrigerator in the employee lounge.

Requests for accommodation should be made in writing to the Operations Manager.

To comply with new law, the following addition to the Employee handbook is proposed to be added to SECTION 4: Benefits.

Paid Prenatal Leave

In accordance with New York's Paid Sick Leave law, employees are entitled to 20 hours of paid prenatal leave (in a 52-week calendar period) during their pregnancy for the purposes of healthcare services received related to such pregnancy. Healthcare services include physical examinations, medical procedures, monitoring and testing, and discussions with a healthcare provider related to the pregnancy.

This paid leave is separate and in addition to paid sick leave. Employees are eligible for this leave upon hire and may be taken in hourly increments. At the end of the employment relationship, the employee is not entitled to payment for unused prenatal leave.