Meal Periods – New York State law requires an employee who works more than six hours in a given day that includes the period between 11 am and 2 pm receive a 30 minute unpaid meal period approximately midway between the employee’s workday. An employee who begins work before 11:00 a.m. and continues working later than 7:00 p.m. receives an additional unpaid meal period of 20 minutes between 5:00 p.m. and 7:00 p.m.

Break Periods – Employees who are regularly scheduled to work 37.5 or more hours per week are provided with one 15 minute paid rest break during the first half of the employee’s scheduled work hours and one 15 minute paid rest break during the second half of the employee’s scheduled work day. The employee’s supervisor will make the final determination of the actual time for the rest break.

Scheduling of Meal and Break Periods - Meal and break periods are scheduled by the employee’s supervisor in accordance with operational needs.

Forfeiture of Meal Periods - An employee who works more than six hours in a given day is required by law to take the scheduled meal period. The employee is not allowed to work through the meal period to make up lost work time or in order to leave work early.

Extension of Meal and Break Periods - An employee who chooses not to take an allowed break may not take an extended meal period, arrive at work later than the normal starting time, leave work before the normal quitting time, or receive extra compensation for the time worked. Unused break periods cannot be accumulated for use at a later date.

Changes in Meal and Break Periods - The Association reserves the right to change the frequency, length, and time period of established meal and break periods due to business needs.

Lactation Breaks - In compliance with state law the association provides reasonable time away from work for lactating mothers in its employ to express breast milk, and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

All staff, including regular, temporary, casual staff members and student employees may request time away from work to express breast milk for up to three years following the birth of a child. For this accommodation, the association will make reasonable efforts to provide a private room or other location in close proximity to the work area.

To make reasonable time away from work arrangements to express breast milk, all staff, including regular, temporary, casual staff members and student employees needing accommodation must contact
their supervisor or Executive Director. As appropriate, unpaid break time, paid break time, or unpaid meal
time can be used for this accommodation, as well as personal leave, family health leave, vacation, or
flexible scheduling.

**Blood Donation Leave** - In compliance with New York State Law the Association will provide
reasonable time away from work for employees who wish to donate blood. This provision allows for up
to three hours of unpaid leave in any 12-month period, with the option to use sick, personal, or vacation
leave to cover the time taken.

Employees must request time off in advance from the supervisor in accordance with the Association’s
procedure for requesting time away from work in general. Supervisors must respond in accordance with
Association procedure.