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Human Resources

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Memo To: All WCSD Employees

Re: **Leave Time for Blood Donation
Protections for Nursing Mothers**

The purpose of this memo is to notify you of two New York State laws that impact your employment.

Leave Time For Blood Donation

Employees who work an average of at least 20 hours per week have the option to either receive up to three hours of leave time without pay each year for blood donation off the work site or to donate blood during work hours, without using leave accruals, at least two times each year, at a convenient time and within a reasonable travel distance, as determined by the employer.

Employees who wish to exercise either option for blood donation should call the HR Office as soon in advance of the donation date as possible.

Protections For Nursing Mothers

For up to three years following childbirth, employees must be provided, on a daily basis, with either unpaid or paid break time to express breast milk for their nursing child. The employer must make reasonable efforts to provide a room or other location for this purpose. Department of Labor guidelines detail the type of room or area that must be provided and also address issues of cleanliness, privacy, location, and lighting.

The law prohibits employers from discriminating against employees who express breast milk in the workplace.

Employees who wish to exercise this option should call the HR Office as soon in advance of exercising this option as possible.

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