



Lactation Policy- pursuant to a revised New Hampshire Law, effective July 1, 2025, a revised policy for nursing mothers:

Per NH RSA 275:78-83, employees who need to express milk by manual or mechanical means (which does not include breastfeeding) will be afforded 30minute unpaid lactation breaks for every three hours of work for a nursing child for a period of one year after the child’s birth. Employees who anticipate needing to use lactation breaks are to notify their supervisor at least two weeks in advance to arrange for breaks and to ensure that a private space is available and reserved. Employees have the option of taking their break time with existing break or meal periods. An employee will not be required to make up time related to the use of unpaid reasonable break periods.

Any questions regarding this policy should be addressed to the Human Resources Department.

WAGE PAYMENT NOTIFICATION FORM

Rate or rates of pay:

Overtime rate or rates of pay:

Paid by/on:

Pay Frequency:

Place of Payment:

Position/Title:

Regularly scheduled pay day(s)/dates(s):

Regular work schedule:

I, the employee, acknowledge that I have received a copy of this notice:

Employee name:

Employee signature:

Date:
