Lactation Time Request Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledges the importance of breastfeeding for both infants and mothers and will provide support to anyone in need of lactation accommodations under its employ. They will provide reasonable break time in a private place, other than a bathroom, for breastfeeding mothers to express breast milk. Breaks should run concurrently with those already in place when possible. Additional break time used by the employee for this purpose may be unpaid. Employees should notify their supervisor of the need for breastfeeding accommodations and their intent to use them in advance.

(Business Name)

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| EMPLOYEE INFORMATION | | |
| Name | | |
| ID Number | | |
| Department/Title | | |
| Lactation Request  *At minimum, a space designated for pumping milk should include these things:*   * *It should be at least 5 × 6 feet or larger – a storage closet can often be an adequate space* * *Room or space is clean* * *Electrical Outlet (standard 110V)‐ If this is not possible, an extension cord could work or the mother can use a battery‐operated pump* * *Room locks from the inside. If this is not possible, the space should have a clear sign on the outside saying when someone is inside* * *Comfortable chair & a table or flat surface to hold the breast pump* * *Room is located near a source of running water. If running water is not available, hand sanitizer and disinfectant wipes or spray can work* * *Expressed milk can either be stored in a designated refrigerator or the employee’s personal cooler* | | |
| Dates of Maternity leave (approx.) | Start: | End: |
| Start date of lactation breaks  (approx.) | Start: | |
| Daily time/location of lactation breaks (approx.)  \*Most women need to pump about every 2-3 hours | Break 1: | Break 2: |
| Break 3: | Break 4: |
| Notes/Other Information: | | |
| Employee Signature and Date | | |
| Supervisor Signature and Date | | |