

Breastfeeding Accommodation Form



Submission of this form officially states the employee's plan to provide breast milk for her child while at work and the lawful requirements of the employer to be supportive of breastfeeding in the workplace. This form should be kept on file by the employer and submitted by the employee in the third trimester of pregnancy or as soon as possible once returning to work after the baby is born.

Please note: The Breastfeeding Accommodation Form is ideally submitted with FMLA paperwork.

<input type="text"/>	<input type="text"/>
Name	Title/Position
<input type="text"/>	Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Department	
<input type="text"/>	<input type="text"/>
Reports to	Expected Return Date from Maternity Leave

Accommodations needed:

- Private space, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Must include at minimum: comfortable seating, access to electricity, and privacy signage.
- Time for and access to running water for proper hand hygiene and cleaning of materials and supplies.
- Time to access a cooler or refrigerator for breast milk storage (either communal or personal).
- Breaks about every 3 hours for 30-minutes each, on average (time and frequency will be based on individual need) for:
 - Expressing breast milk;
 - Time to breastfeed child directly at an on-site or nearby childcare facility; and/or
 - Permission to have child brought to worksite by friend or family for direct feedings.
 - Cleaning of pump parts

Other:

Breastfeeding accommodations are subject to change. The frequency and duration of breaks needed to express milk will vary depending on factors related to the nursing employee and the child. Employees may take reasonable break time "each time such employee has need to express the milk." Regularly scheduled breaks can be used, but additional time must be provided if the woman needs it.

My signature states that I will contact the manager/human resource representative noted below to discuss any changes related to the goals and needs expressed in this form.

<input type="text"/>	<input type="text"/>
Employee Signature	Date



FOR HUMAN RESOURCES USE ONLY

Signature/Date _____

MANAGER/HUMAN RESOURCE CONTACT INFORMATION

Name _____

Phone Number _____ Email _____

Action steps necessary to provide appropriate accommodations:

Worksite Space Accommodations

[Insert worksite accommodation information about options such as lactation room locations, temporary spaces available, flexible use equipment, etc.]

Worksite Breastfeeding Support Policy

[Insert information or link to worksite policy.]

Federal Law

The Fair Labor Standards Act (FLSA) requires most employers to provide nursing mothers reasonable break time and a private space, other than a bathroom, to pump breast milk up to 1 year after the child's birth. This accommodation must be provided each time such an employee has the need to express breast milk.

When the employee is using the break time at work to express breast milk they either:

1. Must be completely relieved from duty; or
2. Must be paid for the break time.

The employee can choose to use paid break times to pump, in the same way other employees are compensated for break times.

It is important that workers and employers also understand that the FLSA protects workers from discrimination or retaliation when they question employer practices or assert their rights.

Check out [Fact Sheet #73 FLSA Protections for Employees to Pump Breast Milk at Work](#) for more detailed information about the federal law.

Checklist of Best Practices to Consider for Optimal Breastfeeding Accommodations:

Physical Environment

LAWFUL ELEMENTS:

Clean, private space with:

- Access to electricity (outlets)
- Comfortable seating
- Ability to secure entry to avoid intrusion

Routine cleaning regimen for private space, provided by the business.

Privacy Signage

PREFERRED ELEMENTS:

Access to:

- Refrigerator or personal cooler (to store expressed milk)
- Multi-user breast pump (to pump more quickly and efficiently)
- Sink with hot and cold running water (to clean breast pump supplies)
- Microwave (to sterilize breast pump supplies)

Room décor:

- Natural or soft lighting
- Clock
- Full-length mirror to help mothers check/adjust clothing
- Calming décor, comfortable temperature, and pictures of babies (to encourage milk flow)
- Table for breast pump
- Wastebasket

Communications

ESSENTIAL ELEMENTS:

Schedule/Sign-up Sheet for use of mother's room (online or posted) if more than one employee uses the space for pumping.

Contact person at organization available to answer questions.

PREFERRED ELEMENTS:

Access to:

- Training/education for coworkers and supervisors on the necessity and benefits of expressing breast milk in the workplace.
- Bulletin board with information about lactation consultants, guidance counselors, pumping schedule, local events, etc.
- Pamphlets or other educational materials on pregnancy, breastfeeding, parenting, etc.