

Breastfeeding Accommodation Form



Submission of this form formally states my plan to continue breastfeeding upon return from maternity leave. Please note: The Breastfeeding Accommodation Form is ideally submitted with FMLA paperwork or, if practical, at least 30 days prior to when maternity leave is expected to begin.

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

Anticipated Minimum Daily Needs and Accommodations *(check all that apply):*

- 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 breastmilk storage (either communal or personal).
- Two or three 30 minute breaks (subject to change based on employee needs) daily in an 8 hour period for:
 - Pumping;
 - Time to breastfeed child directly at an on-site or near-site childcare facility; and/or
 - Permission to have child brought to worksite by friend or family for direct feedings.
- Flexible scheduling to accommodate needs.
- Other:

Breastfeeding accommodations are subject to change as each child's needs depend on his or her own rate of development. Breastfeeding and pumping needs may increase during growth spurts or decrease with age. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Regularly scheduled breaks can be used, but additional time must be discussed with the immediate supervisor.

My signature states that I will contact the manager/human resource representative noted below prior to returning to work 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 APPROVED _____ DISAPPROVED _____

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

Federal law Section 4207 of the Patient Protection and Affordable Care Act (ACA) revises the Fair Labor Standards Act (FLSA) requiring employers to provide hourly workers:

1. A reasonable break time to express breast milk for one year after her child's birth each time such employee has the need to express breast milk.
2. A private space, other than a bathroom, that is shielded from view and free from intrusion of others, to express breast milk.

Check out [Fact Sheet #73 Break Time for Nursing Mothers under the FLSA](#) for more detailed information about the federal law.

Checklist of Best Practices to Consider for Optimal Breastfeeding Accommodations:

Physical Environment

ESSENTIAL 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)

Program manager or **contact person** at organization available to answer questions re: nursing mother's program

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.