Request for Lactation Breaks and Space

This form is provided to help employees request the lactation breaks they are entitled to under law. There is no deadline for requesting breaks, but it can be helpful to discuss details well before they are needed. Providing lactation breaks will allow employees to keep working while protecting their health and ability to feed their child.

Employee name: Date of request:

Date when breaks will first be needed (usually first day back from childbirth leave):

I request lactation breaks on the following schedule:

[If you know the estimated start or end times, list them here. *These times can be changed later.*]

Optional: I suggest the following space(s):

[Note, it is the employer's duty to provide a space even if an employee does not suggest a suitable location. Lactation spaces don't need to be permanent or used only for lactation breaks, so long as they are available when needed for pumping and meet the requirements below.]

Thank you for your attention to this matter.

About lactation breaks/space requirements

Employees nationwide have legal rights to changes at work to support lactation/breastfeeding under the PUMP Act, Pregnant Workers Fairness Act, and other laws. At minimum, employers are required to provide:

Lactation breaks
Break time when the employee is relieved of all duties so that they may express milk. These breaks must be provided as often as needed for the first year after birth (PUMP Act). After that, breaks must be provided as often as needed, so long as it doesn't cause employers a significant difficulty or expense in light of all resources available (Pregnant Workers Fairness Act). Employers may also have to provide paid breaks or meet additional state requirements.

Lactation space
Lactation space must be available when lactating employees need it. Under the PUMP Act, these spaces must be:

- Not a bathroom
- Free from intrusion (e.g. locking doors, or a sign that is respected)
- Free from view (e.g. curtains, film on windows, cameras covered)
- Functional as a lactation space (e.g. free of hazards, equipped with a seat and flat surface to place the pump)

To learn more about employer legal obligations and tips for compliance, visit www.pregnantatwork.org/accommodating-breastfeeding-employees/.