

Break Time for Nursing Mothers Request Form

Texas Tech University Health Sciences Center El Paso is providing a reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. An employee wishing to utilize this break time is required to provide advance notice of request for such break. Please complete the form below and return to your supervisor prior to your return to work following the birth of your child.

Date: _____

Employee Name: _____ **R#:** _____

Department: _____ **Child's Date of Birth:** _____

Date the request will be used (not to exceed one year from the date of birth of the child):

From _____ To _____

Department Response

The designation room listed below will be available for this purpose as rearranged per policy and campus procedure.

Designation Room: _____

Employee Acknowledgement:

I have read HSCEP OP 70.42, Break Time for Nursing Mothers, and I understand that it is my responsibility to notify my supervisor in the event that I no longer need this break time prior to the expiration date of approval.

Employee Signature

Date

Department Authorization:

Supervisor / Manager Signature

Date