

LACTATION BREAK FORM

New Request

Request for Alteration

Name: _____		ID#: _____	Class/Title: _____	
Contact No.: _____		Email: _____	Dept.: _____	
Supervisor: _____		Employee Signature _____		Date: _____
Birthdate of Child: ___/___/___ Start Date for Requested Accommodation: ___/___/___		Work Schedule: Days per week: _____ Hours per day: _____		
<ul style="list-style-type: none"> To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee for regularly scheduled breaks or lunch period. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030). FT employees are allowed two (2) 15-minute breaks per day; PT employees who work a continuous shift of at least 3.5 hours per day are allowed one (1) 15-minute break after two (2) consecutive hours of work. Employees assigned for five (5) or more hours of work in any day shall be entitled to an unpaid, uninterrupted lunch period. The length of lunch period shall be not less than one-half (1/2) hour nor longer than one (1) hour and scheduled at the midpoint of each work shift. 				
Authorized breaks & lunch period		Additional Time beyond authorized breaks		
Break 1: Start and End Time ___:___ to ___:___		Break 1 additional time: Start and End Time ___:___ to ___:___		
Break 2: Start and End Time ___:___ to ___:___		Break 2 additional time: Start and End Time ___:___ to ___:___		
Lunch: Start and End Time ___:___ to ___:___				
		Additional lactation breaks:		
		Additional Break: Start and End Time ___:___ to ___:___		
		Additional Break: Start and End Time ___:___ to ___:___		

YOU MAY BE CONTACTED BEFORE YOUR RETURN TO WORK TO DISCUSS THE REQUESTED LACTATION ACCOMMODATION AND ASSIST YOU IN TRANSITIONING BACK TO THE WORKPLACE AS A NURSING PARENT.

PRINT NAME/TITLE	SIGNATURE	DATE	APPROVE	DENY (¹ Attach Reason)
(Employee's Supervisor)				
(Personnel Officer/Designee)				

cc: Leave/Medical File

Attachment: list of Lactation Rooms

1 Lactation accommodations may be denied only in limited circumstances in accordance with law (Labor Code § 1032; 29 U.S.C.201 et seq.). If lactation accommodations are denied, the District shall provide a written response to the employee regarding the reasons for the determination.