

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear \_\_\_\_\_,

I am writing this letter to let you know that I plan to continue breastfeeding my baby after I return to work around \_\_\_\_/\_\_\_\_/\_\_\_\_. Here is the lactation plan I will need to follow in order for me to succeed.

I will need a private room with an electrical outlet in order to power up my pump. My priority for this space is privacy, not size. If you are considering creating a lactation room, like other companies, I'd love to provide feedback to help make that happen.

I will need to pump two to three times at regular intervals during my work day to maintain my milk supply and to provide milk for my child. Ideally, these breaks will be 30 minutes long. This time covers going to a lactation room, setting up the pump, disassembling and cleaning the pump parts, and then returning to my desk. Please let me know when we can discuss any work schedule modifications that may be needed to meet my work commitments and hours.

Research suggests that lactation programs lower the amount of lost work time due to sick babies by 77 percent. Employees whose babies are breastfed experience one-day absences half as often as those whose babies aren't nursed.

As you know, I take pride in the quality of my work and I want to assure you that I will continue to meet the same high standards you've come to expect from me. Thank you for your willingness to make accommodations for me and other nursing mothers to come.

Sincerely,

\_\_\_\_\_

#### Employer Resources

<https://www.health.state.mn.us/people/breastfeeding/workplaces.html>

<https://livinghealthywc.org/breastfeeding/?collapseTwo>

*Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health*