

Break Request For Nursing Mothers

Texas Tech University is required to provide a reasonable break time for an employee to express breast milk for her nursing child for up to 1 year after the child's birth. An employee wishing to utilize this benefit is required to provide advance notice of request for such break. Please complete the form below and return to your supervisor.

Employee Information:

Name: _____ R#: _____

Child's Information:

Child's Name: _____ Child's Date of Birth: _____

The designated room listed below will be available for this purpose for 1/2 hour each morning and afternoon.

Designated Room: _____

Employee Acknowledgement:

I understand that it is my responsibility to notify my supervisor in the event that I no longer need the designated room prior to the expiration date of approval.

Employee Signature: _____ Date: _____

Department Authorization:

Supervisor Signature: _____ Date: _____

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