



BREAK REQUEST FOR NURSING MOTHER

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. Additional breaks will be scheduled as needed.

DESIGNATED ROOM: _____

EMPLOYEE ACKNOWLEDGMENT

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 / Manager Signature Date
