

## Break Time for Nursing Mothers Request Form

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Texas Tech University Health Sciences Center is providing a reasonable break time for a team member to express breast milk for her nursing child for up to one year after the child's birth. A team member 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.

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**Date:** \_\_\_\_\_

**Team Member 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 \_\_\_\_\_

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### Department Response

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

**Designation Room:** \_\_\_\_\_

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### Team Member Acknowledgement:

I have read HSC 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.

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

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### Department Authorization:

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Date