

**Date:** [Insert Date]

**To:** [Supervisor Name / HR Department]

**From:** [Employee Name]

**Subject:** Nursing and Lactation Break Schedule Agreement

Dear [Name],

This letter serves as a formal agreement regarding my nursing and lactation break schedule, as discussed on [Date]. In accordance with company policy and legal requirements, we have agreed upon the following arrangement to support my transition back to work while continuing to breastfeed.

**1. Schedule and Frequency:**

I will be taking [Number] breaks per day, approximately [Number] minutes each. My tentative schedule will be as follows:

- Break 1: [Start Time] to [End Time]
- Break 2: [Start Time] to [End Time]
- Break 3: [Start Time] to [End Time] (if applicable)

I understand that these times may fluctuate slightly based on workload and physiological needs, and I will communicate any significant changes to you.

**2. Designated Location:**

The company has designated [Room Name/Location] as the private space for my lactation needs. This space is confirmed to be shielded from view and free from intrusion.

**3. Storage:**

I will store expressed milk in [the shared office refrigerator / my personal cooler bag]. I am responsible for the proper labeling and daily removal of my items.

**4. Duration:**

This agreement will remain in effect for [Length of Time/Until Date]. We agree to revisit this schedule on [Follow-up Date] to ensure it remains functional for both my productivity and my health needs.

Thank you for your support in maintaining a family-friendly work environment.

Sincerely,

[Employee Signature]

[Employee Printed Name]

**Acknowledgment:**

[Supervisor/HR Signature]  
[Date]