

To: [Supervisor Name/HR Department Name]

From: [Your Name]

Date: [Current Date]

Subject: Proposal for Alternative Nursing and Lactation Accommodations

Dear [Recipient Name],

I am writing to formally request and propose a plan for lactation accommodations as I transition back to work on [Return Date]. To maintain my milk supply and ensure the health of my child, I require designated break times and a private space for expression.

I would like to propose the following schedule to minimize disruption to my daily workflow:

- [Time of first break] (Duration: [e.g., 20-30 minutes])
- [Time of second break] (Duration: [e.g., 20-30 minutes])
- [Time of third break, if applicable] (Duration: [e.g., 20-30 minutes])

Regarding the location, I propose using [Proposed Location/Room Number]. I am happy to discuss alternative locations that are private, shielded from view, and free from intrusion by coworkers or the public.

To ensure I remain productive, I am open to the following adjustments to compensate for this time:

- Arriving [Number] minutes earlier or staying [Number] minutes later.
- Reducing my lunch hour by [Number] minutes.
- Continuing to work on [Tasks that can be done while pumping, e.g., emails/phone calls] during these breaks.

I am committed to making this transition smooth and ensuring my professional responsibilities continue to be met. I look forward to discussing this proposal with you to find a solution that works for both my family and the team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]