[To use this document: First, download a copy. Delete bracketed/highlighted text, including this header message, and replace the text with your own details and information as appropriate.

* Text highlighted in green should be replaced with your own details or information.
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* Text highlighted in red should be deleted.]

Dear [Employer Name],

I plan to continue breast/chestfeeding when I return to work on [return to work date]. In order to be successful, I will need to pump while at work. Continuing to breast/chestfeed is important to me and my family. To do this, I will need a few things from you. My hope is that this letter will start a conversation about these accommodations in advance of my return.

Evidence has shown that access to lactation at work decreases employee absences and turnover rates, increases employee productivity and loyalty and fosters positive public opinion about pumping at work[[1]](#footnote-1). Research shows that breastfeeding leads to positive health outcomes for both children and mothers. The World Health Organization and UNICEF, along with the American Center for Pediatrics recommend that children are breastfed exclusively for the first six months of life, and that breastfeeding continue until two years of age and beyond[[2]](#footnote-2),[[3]](#footnote-3).

While at work, I will need a clean, private, and secure room or area, that is not a bathroom, with access to an electrical outlet and accessible furniture. It needs to be close to my work area and out of view and intrusion of others. If you would like to discuss my thoughts on possible lactation locations in the office, please let me know.

In order to provide adequate milk for my child, I will need to pump [two times, 3 times, (insert number here) times per day] at regular intervals during my work day. These breaks should last around [insert time frame here, ex. 30 minutes], giving me time to set up my equipment, express and then clean my pump. *Please let me know if you want to discuss any work modifications in order to make this possible.*

I will also need to store my pumped milk in the office during the duration of the work day. According to the CDC, human milk is considered a food and safe to be stored in a refrigerator[[4]](#footnote-4). If it is not possible to have access to a refrigerator, I will need to be able to store my pumped milk in an insulated cooler in the office.

The above accommodations are guaranteed by MN state and federal law. The information has been compiled from Laws of Minnesota 2023, Chapter 53, Article 11, Section 27[[5]](#footnote-5) *, Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207)[[6]](#footnote-6)* and Federal Register Vol. 25. No. 244 (DOL interpretation of federal nursing break time requirements).

My hope is that we can work together to create a plan regarding my need to pump at work. I look forward to discussing this with you. Please let me know if you have any questions.

Sincerely,

[Your name here]

1. “Breastfeeding Information for Workplaces,” MN Dept. of Health, accessed June 13, 2023, https://www.health.state.mn.us/people/breastfeeding/workplaces.html. [↑](#footnote-ref-1)
2. World Health Organization: WHO, “Breastfeeding,” *World Health Organization: WHO*, November 11, 2019, https://www.who.int/health-topics/breastfeeding#tab=tab\_2. [↑](#footnote-ref-2)
3. American Academy of Pediatrics , “American Academy of Pediatrics Calls for More Support for Breastfeeding Mothers Within Updated Policy Recommendations,” American Academy of Pediatrics , 2023, https://www.aap.org/en/news-room/news-releases/aap/2022/american-academy-of-pediatrics-calls-for-more-support-for-breastfeeding-mothers-within-updated-policy-recommendations/. [↑](#footnote-ref-3)
4. CDC, “Frequently Asked Questions,” Centers for Disease Control and Prevention, April 17, 2023, https://www.cdc.gov/breastfeeding/recommendations/faq.html#atwork. [↑](#footnote-ref-4)
5. State of Minnesota, “Chapter 53,” MN Laws, 2023, <https://www.revisor.mn.gov/laws/2023/0/53/laws.11.27.0#laws.11.27.0>. [↑](#footnote-ref-5)
6. U.S Department of Labor, “Section 7(r) of the Fair Labor Standards Act – Break Time for Nursing Mothers Provision,” DOL, 2023, https://www.dol.gov/agencies/whd/nursing-mothers/law. [↑](#footnote-ref-6)