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

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: Your employee’s health care professional

Dear Employer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recently introduced a new member into her family. She has chosen to breastfeed her new baby so that she and her baby can benefit from the important health opportunities it provides. She looks forward to returning to work soon and wants to make the transition as smooth as possible.

Employers today can face many challenges in creating and maintaining a work environment that balances the need for efficiency and effectiveness on the job while supporting working families. Research suggests that breastfeeding mothers take fewer sick days because of the improved health benefits for mom and baby. Also, it is likely a mother’s productivity would increase when she believes she is doing all she can to provide the best nutrition for her baby.

I am asking for your help in providing flexible work arrangements to ease both mother and baby into their new routines. She will need to express, or pump, breast milk while at work to support an adequate milk supply for her baby at home. I understand there are lactation rooms available for employees. She will need to take a reasonable break when she has the need to express the milk. Public health officials recognize that the frequency of the breaks needed will depend on factors such as the age of the baby, the baby’s feeding schedule, and the baby’s diet. The length of the breaks may depend on how far the employee must walk to the break room, equipment set up/clean up and efficiency, and storage of the milk.

Thank you for your help in supporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s decision to breastfeed her baby and for easing her transition back to work.

If you have questions, your human resources office should be able to assist you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed)