



Kean University | Office of Human Resources
Employee Request for Breastfeeding Accommodation Form:
Support for Designating On-Campus Space for Expressing
Breastmilk



Prior to your return to work from a leave of absence, take time to consider your breastfeeding needs and review the **Break Time for Nursing Mothers Policy**.

If you have a private office on campus, you may opt to use this space to express breastmilk.

If you do NOT have private office, you may:

1. Use one of the **University designated on-campus lactation rooms**
2. Ask HR for support in designating an ad-hoc space (a space made available only when needed, such as a conference room) by filling out this form and returning it to the Office of Human Resources.

Name	
Department & Office Location	
Expected Return to Work Date	

I acknowledge that I do NOT have a private office and I need support from HR to designate an ad-hoc space to express breastmilk upon my return to work. Additionally,

☐ I am aware that there are communal spaces in my Department and/or building such as conference rooms that are shielded from view, and free from intrusion from coworkers and the public that I would like to use to express breastmilk. Please provide details.

☐ I am NOT aware of any communal spaces that could be used to express breastmilk

Use of one of the University designated on-campus lactation rooms is not preferred due to the following:

Signature

Date

Questions? Please contact Lorice Thompson-Greer at lgreer@kean.edu or by phone at 908-737-3309