



Use this email template when reaching out to your employer about your back-to-work/pumping needs, and customize it as you see fit.

You got this!

Hello _____,

I'm preparing for and looking forward to my return to work on _____. I wanted to inform you that I am breastfeeding my (son, daughter or multiples!) and plan to continue doing so upon my return. As a result, I will need to pump at work.

I have spoken with my child's pediatrician and my lactation consultant regarding my return to work and they advised on the best way to proceed for my child's health as well as my own. Per their recommendations, I will need to pump at least twice a day while at work for around 30 minutes each time. Based on my current work schedule, these breaks can occur without affecting my productivity.

*****This is an example of a paragraph you can customize:** Based on what we know about my current break needs and the existing staff schedule, I can make my pump schedule work to fit during both my prep and lunch periods. I plan to pump at 9:00am (during my 8:45-9:30 prep) and 12:00pm (during my 11:45-12:30 lunch).

Please note that my required breaks may increase or decrease over the course of the year. I will give you as much advanced notice as possible if there are any changes.

An important point for us to discuss is the space where I will pump.

*****As an example:** I'm aware that there's a vacant office that would meet most, if not all, of the PUMP Act requirements (clean, private space with access to water and an electrical outlet. I'll also need a table or a flat surface, and a chair). If that space is no longer available or doesn't work for you and the team, I'd be happy to talk with you about alternatives.

I appreciate the opportunity to work with you to ensure that this year will be a huge success. I look forward to seeing you and the team on _____. Please let me know what concerns or questions you have, and if you'd like to set up a meeting to talk more about your priorities for the upcoming year!

Thank you again,
