



IRVING INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES – COMPENSATION & BENEFITS
2621 W. Airport Freeway, Irving, Texas 75062-6020 (physical address)
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Request for Anticipated Break Schedule and Location to Express Milk Form
by Nursing Mothers/Employees

Employee Name: Emp ID:

Campus/Dept: Position:

Child's date of birth*:

* Right to these breaks ends one year after child's birth or when the employee has no need to express breast milk for this child, whichever occurs first.

Supervisor Name:

Break Location:

Break Times:

Needed length of break** (Minutes)

** Schedule may change as child's needs change. Breaks of about 15 minutes every 3 hours may be necessary early, but need will diminish as child begins eating solid food. Nursing Mother/Employee and Supervisor must regularly revisit this schedule and make appropriate adjustments.

Signature of Nursing Mother/Employee

Date

Nursing Mothers/Employees are responsible for:

- notifying supervisor that she needs to have a location and time in the workplace for expressing breast milk and obtaining approval,
working with supervisor to establish a reasonable break schedule for this purpose that should whenever possible run concurrently with any break and/or meal periods already designated for the nursing mother and/or worksite,
adhering to the established schedule of breaks,
providing her own apparatus for expressing breast milk,
either (1) providing own cold storage equipment or (2) clearly labeling any/all container(s) of expressed breast milk stored in agency-provided storage units and removing such containers daily from the workplace, and
ensuring that the location designated to implement this policy is in clean, ready-for-next-use condition following each use.

Signature of Supervisor

Date

Supervisors are responsible for:

- working with nursing mothers to establish reasonable break schedules, and
ensuring nursing mothers are released from duties for these breaks in accordance with the established schedule
Fax copy to 972.215.5469