

DAVID DOUGLAS SCHOOL DISTRICT
MOTHER FRIENDLY WORKPLACE APPLICATION

David Douglas School District Policy Mother Friendly Workplace recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by expressing milk in the workplace. The district will make reasonable effort to provide an adequate location for the expressing of milk. This location shall include an accessible, private room with a lock and include electrical outlets, a sink close by, a sign up sheet and a sign posting on the exterior of the door "Private During Use," and time allotted for the activity that does not exceed the normal time allowed for lunch and/or breaks.

Unless otherwise agreed to by the District and the employee, the District will provide the employee reasonable, unpaid rest periods which will consist of a 30-minute rest period to express milk during each four-hour work period, or the major part thereof, to be taken approximately in the middle of the work period. The employee shall, if feasible, take the rest periods to express milk at the same time as rest periods that are otherwise provided to the employee.

If the district determines that any requests for milk expressing or breast feeding provide an undue hardship (meaning significant difficulty or expense when considered in relation to the size, financial resources, nature or structure of the employer's business) on the district, it may deny such requests.

NOTE: See the reverse for a copy of District Policy.

The employee shall provide the district reasonable notice that the employee intends to express milk upon returning to work.

EMPLOYEE _____ SCHOOL/WORK LOCATION _____
Last Name, First Name

My signature verifies that I intend to express milk upon returning to work. I understand that I may use my rest periods to express milk at the same times that are provided for other employees.

Employee Signature _____ Date _____

The aforementioned employee is giving notice that upon return to work, she intends to use her rest periods to express milk at the same times that are provided for other employees.

Principal/Supervisor Action:

In compliance with Policy – *Mother Friendly Workplace*, the following area shall be used for milk expression:

Designated rest periods/times shall be as follows:

(Listed times for milk expression should not exceed the normal time allowed for lunch and/or breaks)

Principal/Supervisor Signature _____ Date _____

**A copy of this request/approval is to be given to the employee
and a copy is to be kept in the principal/supervisor's office file.**