

PENN LACTATION PLAN DOCUMENT

It's the policy and philosophy of the University of Pennsylvania to encourage a family friendly environment and to support employee efforts to provide their children with chest/breast milk. Penn's Lactation Program is designed to provide guidance to schools, centers, supervisors, and employees for managing lactation needs in the workplace. Before leave begins, work together with your supervisor to complete this Lactation Plan Document which covers the three critical components: space to pump, milk storage and break time. Completing this document will help you to reach your lactation goals.

My role at Penn: Faculty Member Weekly-Paid Staff Member Monthly-Paid Staff Member

Regarding space for lactation responsibilities, please check which situation applies:

- I will use my personal office space.
- I will use space that has been set aside by my organization for this purpose.
- I will need assistance finding space for this purpose.

Your name:	Your email address:
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Your school/center and intramural work address:	Your department:
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Your projected return to work date:

Your signature:	Date signed:
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This Section for Staff Members Only—Please work out the following plan with your supervisor.

The following protocol will be followed when I stop working and/or step away from the workspace for lactation responsibilities:

If central organizational space will be used:	Since personal office space is not available, the following alternate space will be used:		
	Instructions for reserving alternate lactation space:		
	<i>Name, title, and contact information for the person who identified the above space for use:</i>	Name:	Phone:
		Title:	Email:

Supervisor's signature:	Date signed:
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