



Breastfeeding/Pumping: Artists in Production

Letter to Employer: Requesting a Lactation Space

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SAMPLE LETTER:

Hi everyone -

I'd like to officially put in for my maternity leave from Monday, May 19-Sunday, September 28th. Of course these dates may shift a bit if the baby comes early, etc., but this is what I would like to aim for.

When I come back in the fall it is quite likely that I would still like to sub out a couple of shows a week for a period of time. I'll have to kind of play this by ear a little bit. I should have a better gauge as the summer progresses as to whether the new baby is high maintenance or not and what our current babysitter can handle/or whether we will have to find new childcare, etc.

Also, per the Section 7 of the Fair Labor Standards Act (FLSA) (<http://bit.ly/officialgov-breastfeeding-pumping>) I hope we can find a shielded place for me to pump breast milk when I return. Maybe a curtain rigged around my desk? A curtained area under the stairs? Having privacy will allow me to pump hands-free which means I can pump both breasts at the same time, which will cut down on the amount of time I will have to spend pumping at work (on two show days I pump 4 times a day, 20 minutes each side, on 1 show days - I pump twice for 20 minutes each side). It will also allow me to see what I am doing and do breast massage and compressions which will increase my production, which was definitely a problem for me last time. I hope we can figure something out in this regard...

Thanks so much for being so accommodating!

Best,

Francesca

Contributor: Francesca Russell, Stage Manager

From the Contributor: "I sent a letter ahead of time to company management requiring a sanitary private space to pump. They agreed and had props make me that little curtained area in the office."

Legal Reference: "Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk." - [U.S. Department of Labor](#)

What Works Well in this Letter:

- Name specific timeframe articulated including buffer time
- Appeal to compassion
- Include legal rights and source
- Propose solution as casting a vision of appropriate accommodation
- Conclude with benefit of the doubt/expectation rights will be accommodated