



**CITY OF MEMPHIS HUMAN RESOURCES DIVISION**  
Office of Equity, Diversity & Inclusion (Formerly EEO/Labor Relations Bureau)  
Lactation Accommodation Request Form

**Lactation Policy & Procedure Overview**

Please ask employee to:

**1. Complete the Lactation Accommodation Request Form**

**a. Return the completed form to the Diversity & Inclusion Coordinator using one of these methods:**

- Email: [EDI@memphistn.gov](mailto:EDI@memphistn.gov)
- Fax: 901-696-6698
- In Person To: The Office of Equity, Diversity & Inclusion, 125 North Main St. Room 414

**2. Review**

- a. City of Memphis Lactation/Breastfeeding Policy, PM-30-06**
- b. Fact Sheet <https://www.dol.gov/whd/nursingmothers/faqBTNM.htm>**

**3. Questions**

- a. Please contact the Diversity & Inclusion Coordinator in the Office of Equity, Diversity & Inclusion at [EDI@memphistn.gov](mailto:EDI@memphistn.gov)**



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|                        |                           |                            |
|------------------------|---------------------------|----------------------------|
| <b>FOR OFFICE USE:</b> | Date Form Obtained: _____ | Date Form Submitted: _____ |
|------------------------|---------------------------|----------------------------|

**Employee Information**

|  |  |
|--|--|
| <b>Employee Name</b>                           |  |
| <b>Address</b><br>(Street, City, State, & Zip) |  |
| <b>Phone Number(s)</b>                         |  |
| <b>Email Address</b>                           |  |
| <b>Job Title &amp; Division</b>                |  |
| <b>Work Location</b>                           |  |
| <b>Supervisor Name &amp; Phone Number</b>      |  |

**Lactation Information**

|   |  |                           |  |
|---|--|---------------------------|--|
| <b>Date of Return From Maternity Leave</b>  |  | <b>Child's Birth Date</b> |  |
| <b>Anticipated Intervals Needed to Express Milk</b>   |  |                           |  |
| <b>Anticipated Lactation Duration</b>   | _____/_____/_____ until ____/____/____ |                           |  |
| <b>NOTICE: Lactation duration must be no longer than 1 year after the child's birth date.</b> |  |                           |  |

The below signatures of the requesting employee and Equity, Diversity & Inclusion representative indicate that all individuals have reviewed and understand the above Lactation Accommodation Request and understand the City of Memphis Lactation/Breastfeeding Policy PM-30-06. Following are convenient resources:

- Return form to the Diversity & Inclusion Coordinator by Email: [EDI@memphistn.gov](mailto:EDI@memphistn.gov), Fax: 901.636.6698 or in person at City Hall, 125 North Main Street, Room 414, Memphis, TN 38103
- Lactation space locations and management/employee responsibilities are outlined. Upon approval, the employee will be provided with instructions on how to access the lactation room at your designated work location.
- **Questions?** Please contact the Office of Diversity, Equity & Inclusion at [EDI@memphistn.gov](mailto:EDI@memphistn.gov).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EDI Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned Lactation Facility: \_\_\_\_\_



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**LACTATION SPACE LOCATIONS**

The City of Memphis has lactation spaces at many locations including the following, which may be accessed by completing the attached form. If you work at a location without space currently designated, please contact the Office of Equity, Diversity & Inclusion for assistance in locating a space as the need arises.

**General Locations**

- |                                       |  |
|---------------------------------------|--|
| ▪ Fire Station No. 4                  | 1460 N. Second Street                        |
| ▪ Fire Station #22                    | 2960 Lamar Ave.                              |
| ▪ Fire Station #55                    | 4602 Riverdale                               |
| ▪ Fire Station #56                    | 7495 Reese                                   |
| ▪ Fire Training Academy               | 4341 O.K. Robertson                          |
| ▪ Crump Police Precinct               | 949 E. H. Crump                              |
| ▪ Tillman Police Precinct             | 426 Tillman Street                           |
| ▪ Ridgeway Police Precinct            | 3840 Ridgeway                                |
| ▪ Appling Farms Police Precinct       | 6850 Appling Farms Parkway                   |
| ▪ North Main Police Precinct          | 444 N. Main                                  |
| ▪ Airways Police Precinct             | 2234 Truitt                                  |
| ▪ Police Training Academy             | 4341 O.K. Robertson                          |
| ▪ City Hall 125 N. Main St. Suite 442 | 125 N. Main, Suite 444                       |
| ▪ Union Extended                      | 2714 Union Ext 4 <sup>th</sup> Floor         |
| ▪ Information Services                | 119 S. Main, Suite 200                       |
| ▪ New Administration Building         | 170 North Main Street, 7 <sup>th</sup> Floor |
| ▪ Youth Services                      | 315 S Hollywood St.                          |
| ▪ Stiles Water Treatment Plant        | 2303 N 2 <sup>nd</sup> St.                   |

**Libraries**

- |                                     |                                   |                   |                      |
|-------------------------------------|-----------------------------------|-------------------|----------------------|
| ▪ Benjamin L. Hooks Central Library | 3030 Poplar Avenue                |                   |                      |
| <b>Northeast Branch Libraries</b>   | <b>Southwest Branch Libraries</b> |                   |                      |
| ▪ Bartlett                          | 5884 Stage Road                   | ▪ Cossitt         | 33 S. Front St.      |
| ▪ Cordova                           | 8457 Trinity Road                 | ▪ Parkway Village | 4655 Knight Arnold   |
| ▪ Frayser                           | 3712 Argonne                      | ▪ Cherokee        | 3300 Sharpe          |
| ▪ Hollywood                         | 1530 N. Hollywood                 | ▪ Crenshaw        | 531 Vance Avenue     |
| ▪ North                             | 1192 Vollintine                   | ▪ Gaston Park     | 1040 S. Third        |
| ▪ Poplar/White Station              | 5094 Poplar                       | ▪ South           | 1929 S. Third        |
| ▪ Raleigh                           | 3157 Powers                       | ▪ East Shelby     | 7200 E. Shelby Drive |
| ▪ Randolph                          | 3752 Givens                       | ▪ Levi            | 3676 Hwy. 61 South   |
|                                     |                                   | ▪ Whitehaven      | 4120 Millbranch Road |



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**LACTATION POLICY HIGHLIGHTS (PM-30-06)**

**Management Responsibilities**

- Ensure that employees who are preparing for maternity leave are aware of the Lactation/Breastfeeding Policy (PM-30-06)
- Work with employees returning from maternity leave to adjust schedules to enable adequate time to express breast milk
- Provide a lactation place that is other than a bathroom, in which the employee can express milk for up to one (1) year after the birth of the child
- Provide a private/sanitary location in close proximity to the employee's work area that contains a lock, comfortable seating, electrical outlets, a sink with hot water and soap
- Provide reasonable unpaid break time each day to an employee who needs to express breast milk
  - Half hour break every four (4) hours to express milk (concurrent with other paid breaks and/or lunch breaks)
  - Extend the work day or shorten the lunch break to enable the employee appropriate breaks to express milk provided the normal break times are insufficient
- Comply with policy. Discrimination is prohibited and subject to disciplinary action
- Upon approval, the employee will be provided with instructions on how to access the lactation room at your designated work location.
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**Employee Responsibilities**

- Keep the Office of Equity, Diversity & Inclusion Office informed of your needs via written request so that appropriate accommodations can be made to satisfy the needs of both the employee and the City
- Read the Lactation/Breastfeeding Policy (PM-30-06)
- Keep the general lactation space clean for the next user
- Provide storage for expressed milk. Must be properly labeled if storing in a general office storage unit (refrigerator).