

Montefiore Einstein

MONTEFIORE ASSOCIATE LACTATION ROOM ACCESS REQUEST FORM

NOTE: Prior access is required to enter the Lactation Rooms. To obtain access please complete this form and send to To Your Health! Associate Wellness at toyourhealth@montefiore.org or fax to: 914.378.6053. Associates should submit this form before their return to work to allow sufficient time for processing.

I am requesting access to an Associate Lactation Suite at*: (check all that apply)

____ Moses Campus
(Hoffheimer 4)

____ Hutch Tower (Tower
II – Pediatric Side Room
11-119)

____ Fordham Plaza
(Room 1136)

____ Westchester Square
(Room 3-27)

____ Wakefield Campus
(107, CAMP building)

____ Tarrytown
(Bldg D, Ground Floor,
near loading dock)

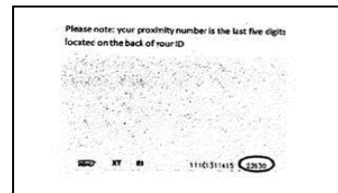
____ Einstein Campus
(2-226, 2N, Main Corridor)

____ Yonkers Campus
(3 Odell, 2C-45A, 1st floor)

Name: _____ Email _____

Phone #: _____

Proximity Code on ID (see image): _____
(last 5 digits after long number on side of ID card – not EZ ID)



Department Name:

Location:

Manager Name:

Manager Phone #

Beginning on (Date)

of Breaks you
anticipate needing
during work day

Preferred times to
express breast milk,
if any

Associate Signature

Date

Access to the Associate Lactation Suite is granted according to the Montefiore Policy: Human Resources VII-21 – Workplace Lactation Policy, available on the Montefiore Intranet.

This policy and information about breastfeeding is available to all associates on Montefiore's intranet and at

<https://www.mymontebenefits.com/to-your-health/parental-and-lactation-resources>

Specific information about lactation support and lactation accommodations is also available to Associates at the time they go on maternity leave.

*An associate with Lactation space needs at locations not listed can arrange accommodations with their Manager and/or HR Business Partner.