

## 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 Associate Wellness at [toyourhealth@montefiore.org](mailto:toyourhealth@montefiore.org) or fax to: 914.378.6053.

I am requesting access to the Associate Lactation Suite at: (check one)

Moses Campus  
(Hoffheimer 6)

Einstein Campus  
(652N, via B elevator)

Wakefield Campus  
(107, CAMP building)

Other Campus

Associate Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_

Proximity code on ID: \_\_\_\_\_  
(last 5 digits digitally printed on back of ID card – not EZ-ID)

Beginning on (Date): \_\_\_\_\_

Associate Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*This policy and information about breastfeeding is available to all associates on the medical center's intranet and the To Your Health! Associate Wellness Program web site ([www.toyourhealth.montefiore.org](http://www.toyourhealth.montefiore.org)). Specific information about lactation support and lactation accommodations is also available to associates at the time they go on and upon their return from maternity leave.*

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*