

My Lactation and Work Plan

When I return to work from my maternity leave, I want to be a good employee while also providing for my new baby. My health care providers have told me that breastfeeding my baby is one of the most important things I can do for our health. A clean, private space and a little extra break time to express milk for my baby during the workday will allow me to follow doctor's advice and provide milk for my baby while we are apart. This helps our company by lowering health care costs and absenteeism.

Your support is important to me. These simple, temporary accommodations will make it easier for me to give my best to my baby and my company.

RETURN TO WORK. I would like to return to work gradually, if possible, so my baby and I can adjust to being apart. Some options we can discuss:

- | | |
|--|--|
| <input type="checkbox"/> Working part-time for a while | <input type="checkbox"/> Working from home |
| <input type="checkbox"/> Working a flexible schedule
(ex.: taking Wednesdays off) | <input type="checkbox"/> Other ideas: |

TIME. I will need to express my milk at work around the time my baby would normally feed, possibly every 2–3 hours, for around 20 minutes each time, not counting time to get to the lactation area. I will use my usual breaks and my meal period. This accommodation is valuable to me. I will not abuse this time, and if more time than my usual break is needed, I am willing to:

- | | |
|--|--|
| <input type="checkbox"/> Come in early to make up the time | <input type="checkbox"/> Stay later in the day to make up the time |
| <input type="checkbox"/> Take unpaid time | <input type="checkbox"/> Other ideas: |

PLACE. I will need a clean, private area where I can safely express my milk during these nursing breaks. A bathroom is not an appropriate place and is not allowed by law. The area should also be near my work station, and near a sink and refrigerator. The space needs to be large enough for a chair and a flat surface for the pump. I will/will not need electricity for my breast pump. Some options we can discuss:

- | | |
|--|--|
| <input type="checkbox"/> The private office of a manager or supervisor | <input type="checkbox"/> A conference or meeting room |
| <input type="checkbox"/> A small area not in use much that can be secured
for privacy | <input type="checkbox"/> An available cooler or refrigerator |
| <input type="checkbox"/> The private office of a co-worker | <input type="checkbox"/> Other ideas: |

SUPPORT. Support from my supervisor and co-workers will help me feel relaxed and confident. Research has shown this makes milk expression more efficient and increases employee loyalty, retention, and team building.

EDUCATION. I would like to participate in any breastfeeding or new parent classes or support group meetings held at my workplace. If my company contracts with a lactation consultant, I would like to use those services during my maternity leave and once I am back at work.

Signature of Employee: _____ Date: _____

Signature of Employer: _____ Date: _____