



OHIO WORKPLACE PLUS

Providing Lactation Upgrades and Support

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 healthcare 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 healthcare costs and absenteeism. Providing space and time for nursing breaks for hourly workers is also required under the federal Fair Labor Standards Act.

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:

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| ☐ Working part-time for a while | ☐ Working from home |
| ☐ Working a flexible schedule (e.g., taking Wednesdays off) | ☐ Other ideas: |

Time: I will need to express my milk every 2-3 hours at work for around 15-20 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:

- | | |
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| ☐ Come in early to make up the time | ☐ Take unpaid time |
| ☐ Stay later in the day to make up the time | ☐ Other ideas: |

Private Space: 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 ideally be near my work station. A sink and refrigerator nearby is also ideal. 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:

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| ☐ A small area not in use much that can be secured for privacy | ☐ The private office of a coworker |
| ☐ A conference/meeting room or break room | ☐ Other ideas: |
| ☐ The private office of a manager or supervisor | |

Support: Support from my supervisor and coworkers will help me feel relaxed and confident. Research shows 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. I would also appreciate information on how to access a breast pump from our company insurance program.

Signature of Employer: _____ Date: _____

Signature of Employee: _____ Date: _____

Adapted from the New York State Department of Health *Making It Work Toolkit*. The original document was produced with grant funding from the USHHS Centers for Disease Control and Prevention, American Recovery and Reinvestment Act of 2009, Communities Putting Prevention to Work State Supplemental Funding for Healthy Communities, Tobacco Control, Diabetes Prevention and Control, and Behavioral Risk Factors Surveillance System DP09-901-3US8DP001963-0152. Cooperative Agreement 5U58/DP001414-03 from the Centers for Disease Control and Prevention, and New York State funds. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the funders.



My Returning to Work Checklist

During Pregnancy:

- ☐ Learn all I can about breastfeeding.
- ☐ Connect with coworkers who have pumped at work.
- ☐ Talk with my healthcare provider about my desire to breastfeed.
- ☐ Talk with my family about my plans to breastfeed.
- ☐ Talk with my supervisor about my intention to breastfeed. (See “My Lactation and Work Plan” with options for lactation accommodations to discuss with your supervisor.)
- ☐ Talk with my supervisor/manager about flexible options for returning to work gradually.
- ☐ Learn about childcare providers and the breastfeeding support they provide.

During My Leave:

- ☐ Breastfeed my baby exclusively.
- ☐ Get help with early questions and concerns.
- ☐ Practice expressing milk with a breast pump in the mornings, or when I have more milk.
- ☐ Select a childcare provider close to where I work.
- ☐ Talk with my family about how they can help me.
- ☐ Talk with a lactation support provider or WIC agency about the best breast pump options for my situation and a realistic pumping schedule.
- ☐ Stop by my workplace to allow my coworkers to meet my baby.

Week Before I Return to Work

- ☐ Do a “trial run” before returning to work to practice leaving my baby with the childcare provider and expressing milk. Adjust my plan if needed.
- ☐ Continue collecting milk I pump each day. Label each container with my child’s name, date, and time expressed.
- ☐ Begin introducing a bottle to my baby for small “practice” feedings.
- ☐ Contact my supervisor at work to confirm my lactation and work plan.

Back at Work:

- ☐ Return to work gradually, if possible, or start in the middle of the work week for a shorter first week back.
- ☐ Bring a sweater or jacket to leave at work in case of leaking.
- ☐ Contact my lactation support provider, WIC counselor, or another mom who has expressed milk at work to share experiences and get support.

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