

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. Providing space and time for nursing breaks is also the law in the U.S. and New York.

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:

- Working part-time for a while
- Working from home
- Working a flexible schedule (ex: taking Wednesdays off)
- Other ideas:

TIME. I will need to express my milk every 2-3 hours at work 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:

- Come in early to make up the time
- Take unpaid time
- Stay later in the day to make up the time
- 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 ideally 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:

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

SUPPORT. Support from my supervisor and coworkers 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 Employer:

Date:

Signature of Employee:

Date: