

EMPLOYEE LACTATION PLAN

This helpful form is intended for parents who plan to express milk at the workplace. Before your leave begins, you are encouraged to collaborate with your supervisor to complete the Lactation Plan Document, which helps set clear expectations and supports a smoother return to work. The document outlines three key components: identifying a designated space for pumping, exploring available milk storage options, and establishing guidelines for break times needed to express milk during the workday. Completing this plan in advance can help ensure you feel prepared, supported, and confident as you transition back to work.

Regarding a space for lactation use, please check which situation applies:

- I will use my personal office space
- I will use an existing lactation space near my work location
- I will need help finding a lactation space

Your name:	Email address:
Your work location:	Your department:
Your projected return to work date:	
Your signature:	Date Signed:

This section is for establishing your plan-please work out the following plan with your supervisor.

The following protocol will be followed when I stop working/step away from the workplace for my lactation responsibilities:

Primary pumping space location:

- a. Where is the primary lactation space the employee will utilize?
- b. Does this space have any instructions for reserving a time slot?
- c. Have you requested badge/swipe access to the space, if swipe access is required?

In the event the lactation space I chose as a primary space is unavailable, what is an alternative space I could use? Please identify a backup or temporary location that meets the requirements of a Lactation space (chair, table, outlet, clean location, with sink preferred-NOT a restroom facility).

Supervisor Signature:	Date Signed:
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