



Breastfeeding Support Outside the Home Checklist Preparing For Your Leave

Four Weeks to Go

- Meet with management to create work transition plan or with your instructors to adjust assignments and deadlines
- Arrange weekly meetings with those who will cover for you while you're gone
- Modify email signature to prepare others for your leave of absence
- Alter voicemail greeting to prepare others for your leave of absence
- Meet with your HR representative to discuss maternity leave and breastfeeding facilities available at your company
- Contact your health office to discuss what accommodations the educational facility has
- If a space within the facility doesn't exist, take an inventory of what is available and suggest the location(s) to HR or the health office now – don't wait

**In California, an employer is required to provide break time and private accommodations for employees to express breast milk for their babies or "make a reasonable effort to do so." Requirements and additional information can be found here: www.californiabreastfeeding.org/laws.html*

Three Weeks to Go

- Continue weekly meeting with management and provide update on transition plan, if necessary
- Continue weekly meeting with those who will cover for you while you're gone
- Follow up with HR and obtain status on breastfeeding accommodations, if necessary
- Follow up with health faculty at school and obtain status on accommodations, if necessary
- Follow through with your space suggestions if accommodations are still not currently available
- If space is still not available, contact your direct management and your health faculty's dean of your needs upon returning

Two Weeks to Go

- Continue weekly meeting with management and provide update on transition plan, if necessary
- Continue weekly meeting with those who will cover for you while you're gone
- Take your co-workers to coffee or lunch and, if appropriate, ask for their support upon your return for a flexible schedule to permit for milk expression during the day
- Establish your return-to-work date with HR (experienced parents recommend Thursdays)



- If position requires travel, now is the time to negotiate reduced or no travel for the first six weeks back to work
- Explore alternative schedules upon your initial return such as the utilization of:
 - Flextime Yes No
 - Compressed Work Week Yes No
 - Telecommuting Yes No
 - Part-time Work Yes No
 - Job Sharing Yes No
- Discuss intentions to continue with your educational plan with your counselor who will know your options, and then with your individual instructors. If you face any resistance, you should make an appointment with the dean of the department the instructor belongs to and discuss it.

One Week to Go

- Clean out your desk
- Clean out your email and establish an out-of-office message that includes your coverage contact information and activate it on your last day before you leave
- Clean out your voicemail and change the greeting to include your coverage contact information and activate it on your last day before you leave
- Arrange for someone to forward an email with a picture to co-workers announcing the birth
- Remind school faculty of your last day and explore the following return options:
 - Take a few weeks off and resume normal schedule after that Yes No
 - Continue class as if it's online – obtain homework and submit assignments via email Yes No
 - Bring baby to class – some instructors allow this – you should sit in back to breastfeed minimizing interruption to the class Yes No
 - Take an incomplete which allows you to resume your classes within a specified period of time without penalty to fees or GPA

**Remember the overall goal is to pave the way for a smooth transition back to your busy life, to succeed with your individual plans, and continue to meet the goals around breastfeeding your baby. Following this plan optimizes the goals of both you and your employer or educational faculty. The American Academy of Pediatrics' (AAP) breastfeeding recommendation is to breastfeed exclusively for six months with continued breastfeeding for at least the first one to two years of life. The World Health Organization (WHO) recommends breastfeeding for the first two years of life for optimal health.*