

Employee informs HR of upcoming family leave

HR provides employee with the follow *before they go out on family leave*:

- Copy of Worksite Lactation Provision
- Information about obtaining a breast pump from insurance
- Check list for returning to work
- List of local breastfeeding support resources

HR notifies Building Administrator

Building Administrator or designated administrative staff provides employee with the follow *before they go out on family leave*:

- List of spaces in building where they can pump
- Verbal or written plan for coverage of break times for pumping (i.e. schedule adjustments, employee or admin. cover classroom)

Building Administrator notifies Building Support Staff

Building Support Staff (school nurse, another employee, etc.) meets with employee:

- *before they go out on family leave*
- within first 10 days after returning to work
- within 30 days after return to work

To provide support (i.e. connect with other experienced breastfeeding employee members in the building, provide local

If breastfeeding employee needs additional support or assistance, they are to contact:

1. Building Administrator
2. District HR