

Employer Communication Plan: Lactation Support



Employee
Informs HR or
Supervisor

***At family leave meeting,
HR gives employee:***

1. Worksite lactation policy
2. Employee checklist for returning to work
3. List of local breastfeeding resources



HR and
Supervisor
Confirm Plans

***Before employee takes leave,
HR and supervisor confirm plans.
Employee is given:***

1. List of milk expression areas
2. Plan for schedule adjustments and coverage



Ongoing
Comm

***HR, supervisor, or administrative
staff meet with employees:***

1. Before they go on family leave
2. Within 10 days after return to work
3. Again within 30 days after return to work