



Lactation in the Workplace Checklist for Leaders

This checklist is designed to initiate conversations regarding an individual's lactation plan and work schedule for lactating needs upon returning to work/school after childbirth. The items on this checklist may occur prior to the individual's leave; however, some checklist items may need to be repeated upon an employee or learner's return to work based on changing needs or plans.

While it is imperative you comply with the Lactation Policy and allow staff necessary time away to express breastmilk, the items on this checklist are meant as a guide and not a requirement. Since lactation is a personal and potentially sensitive topic, be aware that some individuals will be comfortable sharing information and others may not. Please keep this in mind during these discussions.

Prior to Leave

Initial conversation

- Pose the question: Would you like to talk about Mayo Clinic's pregnancy-related policies and resources?
 - If individual says no, then approach the topic at another time.
- If individual says yes, then pose the question: How familiar are you with pregnancy-related policies and resources?
- Refer to Family Medical Leave Act (FMLA) policy, Short-Term Disability (STD) policy, childcare resources, and other pregnancy-related resources.
 - Discuss the [Lactation Policy](#) for supporting lactating employees.

Determine work/school schedule changes:

- Be sure to stay objective on the individual's choices or plans for lactation.
- Pose the question(s):
 - What are your thoughts on your lactation needs when returning to work/school, knowing there may be variables outside your control?
 - If staff/learner is planning to breastfeed, pose the question: We want to support your efforts to express milk for your child and will work with you to find time to do so. Do you have any thoughts about how that would best fit into your workflow?
 - Can you identify any barriers to this fitting into your current workflow?
- Review the individual's typical work/school and break schedule to arrange for milk expression breaks and allow for adjustments; consider flexible break times.
- Encourage continued support by reassuring the individual of the following:
 - Plans can change so we will meet again upon your return to work/school to check on how expressing breastmilk will work with your schedule.

Notifications

- Ensure that other relevant managers are aware of the individual's needs.
- Apply for badge access to lactation room(s), depending on work/school location
- Assign course in MyLearning Course # **259002EMPL001820**.
- Encourage staff/learner to reach out prior to returning to work/school if lactation needs in the workplace have changed.

Share lactation resources

- Lactation room [locations](#)
- Resource Library <https://connect.employees.mayo.edu/page/employee-lactation/tab/resources/>

Upon Return to Work (email prior or within first week)

- Be aware that the transition of returning to work/school is full of mixed emotions. Provide support to the individual. Review the pre-leave plan with the individual upon return.
 - Adjust for changes as needed.
- Pose the question: What do you need for a successful transition back to work/school?
- Encourage ongoing dialogue with the individual.
 - Consider scheduling check points with individual.
- Misuse of lactation room(s) should be reported to HR Connect.
 - May request to make the lactation room badge-access, if applicable.