



Return to Work Pumping Guide

Thank you for entrusting us to your return to work needs to continue your breastfeeding journey! Please note this is not legal or medical advice but it is information sharing. This mini guide was created for working mothers in mind and to share important information for mothers to:

- Exercise their rights to express milk in the workplace
- Protect their jobs by documenting important conversations with HR and managers/supervisors

Below you will find the following content in this mini guide:

1. Understanding your rights according to FSLA standards and what that entitles working mothers to in the workplace.
2. Documenting your return to work and inquiries surrounding your right to express milk in the workplace.
3. Pumping supplies checklist for mothers to print out or keep.
4. Milk storage 101 for mothers who pump in the workplace.

If you need further assistance planning your return to work, you may contact us for a Milk Retreat Workplace consultation. You may use the code MILK RETREAT to receive 15% off!



YOUR RIGHTS TO MILK EXPRESSION AT WORK

The return to work after maternity leave can leave mothers feeling all sorts of emotions: anxiety, sadness, exhaustion, worry, overwhelm and the list can go on! The last thing that is on a mother's mind is federal and state laws and workplace policies. In this mini guide (which is not legal advice) we will discuss what you are entitled to based on the Fair Labor Standards Act (FLSA). Let's take a look at what the FLSA says regarding milk expression in the workplace:

- On December 29th, 2022 the PUMP Act was signed. This act extended the right to express milk at work to almost all workers covered by the Fair Labor Standards Act. It did not take effect until April 28th, 2023.
- For one year after a child's birth, employees covered under the FLSA can take a reasonable break time when the employee needs to express milk.
- Employers are discouraged from denying an employee's right to express milk in the workplace.
- An employer must also provide a functional space for mothers to express their milk during breaks. It cannot be a bathroom and it must be accessible for the employee's milk expression breaks.
- The functional space provided to a mother expressing her breastmilk should have the following:
 - A place to sit down
 - Access to electricity
 - Must be free of intrusion from other employees.

In the next page, we will discuss how mothers can plan ahead and request information prior to their return regarding milk expression policies in their place of employment.



DOCUMENTATION OF YOUR RIGHTS IN THE WORKPLACE

Prior to a mother returning to work, a mother should openly communicate with the HR Department with her intention to exercise her right to express milk in the workplace. When communicating with HR, a mother should include the following:

- Ask what the federal and state laws are concerning milk expression in the workplace.
- Request to see the company policies regarding milk expression in the workplace.
- Ask HR how they will inform your manager/supervisor and ensure that you are included in the email notification for documentation purposes.
- Ask HR which places you are able to express milk and if there are any signs you will need to put so you are not interrupted.

Please see a sample template below:

To Whom It May Concern:

My maternity leave is over on [insert date]. I would like to know what the company policy is for milk expression in the work place. I would also like to know what state and federal laws dictate the company's milk expression policy. Any guidance you are able to provide is helpful as I hope to exercise this right and ensure that management abides by these laws and workplace policies. Thank you!

This template can be edited as need be.

Breast Pump Checklist

Pumping Essentials

1. Hand pump
2. Double electric breast pump
3. Extra pump parts
4. Hands-free pumping bra

Pump/Breastmilk Storage

1. Tote bag for pump
2. Storage containers for pumped breastmilk
3. Cooler
4. Ice packs
5. Storage bag for refrigeration of breastmilk

Cleaning Supplies

1. Dish soap
2. Brush for washing bottles and pump pieces
3. Dish basin
4. Wet wipes for surface cleaning

Comfort Items

1. Door hanger for privacy
2. Breast pads
3. Lanolin/nipple balm
4. Blanket/clothes with baby's scent
5. Photo/video of baby
6. Nursing bra
7. Extra shirt/bra
8. Snacks/water

www.letosmaternityisle.com





MILK STORAGE DO'S & DON'TS

Storing breastmilk properly is important especially if mothers will be returning to work following maternity leave. Below we outline important factors and things to take into consideration when it comes to storing breastmilk.

- Keeping days and times on breastmilk containers will help keep track of when it is time to dispose.
- If breastmilk is stored at room temperature, it should be tossed out after 8 hours.
- If breastmilk is stored in the fridge, it will hold for 4 days. Anything after 4 days in the fridge should be tossed out.
- If a mother is freezing her breastmilk and storing it in the freezer's door, the integrity of breastmilk will hold for 3 months. Breastmilk should be tossed after 3 months time if it is not used.
- If breastmilk is stored in the back of the freezer, it can hold its integrity for 6 months. Anything after 6 months should be thrown away.
- If breastmilk is stored in a deep freezer, it will last for 12 months. Anything after 12 months should be thrown out.
- If a mother is storing breastmilk in a plastic freezer bag, the bag should only be used once.
- Plastic storage bags are sterilized so mothers will not need to worry about cleaning them prior to putting their breastmilk in there.
- Plastic bags containing breastmilk should be stored flat down.
- Pyrex glass bottles were found to preserve breastmilk quality better than milk storage bags.