



# Employee Checklist for Taking Leave and Returning to Work

## Figure out how much leave you can take and when you would like to return to work.



- Does the Family and Medical Leave Act (FMLA) apply to you?
- What is your employer's policy on parental leave?
- Do you have short-term disability benefits?
- Do you need to request any vacation time?
- Ask about any options for flexibility.

## Submit requests for your time off.



- Decide when you will return to work.
- Are there any policies about returning to work?
- Can you return part-time?
- Can you work a compressed week?

## Think about childcare options and make a plan.



- Will a family member care for your child? If so, could they bring your baby during the day to breastfeed?
- Is there onsite childcare at work?
- Is there a childcare facility near work or home?

## Let your employer know about your plan to breastfeed and ask for their support.



- Will you need coverage for your job responsibilities during milk expression breaks?
- Create a possible break schedule.
- Do you need to formally request a flexible break schedule?
- Will your breaks be paid or unpaid?

## Ask what support is available for breastfeeding employees.



- Is there a designated space for breast milk expression?
  - » If not, how would you request a private space?
- What lactation supplies or services are provided by your employer or through your health plan?
- Is a breast pump available to use on site?
  - » If so, what brand? What type of breast pump kit do you need to use the pump your employer supplies?
- Is there a process to request the breast pump?
- See if there are any breastfeeding or parenting classes available through your employer.

