Worksite Lactation Accommodation Assessment Tool

This worksheet is designed to help you assess your workplace lactation needs. In some cases, you may need to contact your Human Resources department to obtain this information or the answer may be unknown.

Company Name: ________________________________________________

Completed by:__________________     Date completed:________________

Employee Data

<table>
<thead>
<tr>
<th>Number of employed women of childbearing age (16-50):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of your overall workforce:</td>
<td></td>
</tr>
<tr>
<td>Percent of hourly, nonexempt female employees:</td>
<td></td>
</tr>
<tr>
<td>Percent of female employees employed full-time:</td>
<td></td>
</tr>
<tr>
<td>Number of employees pregnant annually (average of last five years):</td>
<td></td>
</tr>
<tr>
<td>Current rates of absenteeism among new mothers and fathers:</td>
<td></td>
</tr>
<tr>
<td>Average number of women who leave employment/do not return from maternity leave every year:</td>
<td></td>
</tr>
<tr>
<td>Breastfeeding rates of employees:</td>
<td></td>
</tr>
</tbody>
</table>

Policy

Are you aware of the Federal and State laws about worksite lactation accommodation?  
Yes  No  Comments:

Is there a worksite lactation accommodation employee policy?  Yes  No  Comments:

Is there a maternity leave policy?  Yes  No  Comments:

What options allow for a gradual return to work following maternity leave?  
- Part-time employment  
- Job sharing  
- Telecommuting  
- Flextime  
- Other __________________________
Are there any employee benefit programs that support breastfeeding? (i.e. health care benefits, lactation consultants, education, resources, etc.)
Comments:

<table>
<thead>
<tr>
<th>Are the lactation employee benefits programs extended to spouses of employees?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Which department is or would be responsible for overseeing the implementation of a worksite lactation accommodation policy?
Comments:

**Space**

**What private space is available for pumping?**
- Personal Office
- Office of another employee
- Designated lactation room
- Unused office space
- Closet or other small space
- A room created within another
- Other ____________________

Do employees have access to a space for lactation that is a five-minute walk or less from their workstation? If not, what might be available in closer proximity?
Comments:

**Time**

**What flexible options are available to employees for lactation breaks?**
Comments:
### Communication

How are worksite lactation accommodations communicated to employees?
- Website
- Employee benefits package
- Emails
- Newsletter
- Employee Manual
- New Hire Orientation
- Other ________________

### What educational materials are currently available for pregnant or breastfeeding employees?
- Prenatal / Postpartum classes
- Pamphlets
- Books
- Videos
- Company website
- Information about community resources
- None
- Other ___________________________

### Notes: