

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

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

Policy

<p>Are you aware of the Federal and State laws about worksite lactation accommodation? Yes No Comments:</p>
<p>Is there a worksite lactation accommodation employee policy? Yes No Comments:</p>
<p>Is there a maternity leave policy? Yes No Comments:</p>
<p>What options allow for a gradual return to work following maternity leave?</p> <ul style="list-style-type: none"> <input type="radio"/> Part-time employment <input type="radio"/> Job sharing <input type="radio"/> Telecommuting <input type="radio"/> Flextime <input type="radio"/> Other _____

Are there any employee benefit programs that support breastfeeding? (i.e. health care benefits, lactation consultants, education, resources, etc.)

Comments:

Are the lactation employee benefits programs extended to spouses of employees? Yes No

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:

