

Sample Return to Work Plan

This plan can be sent to your supervisor.

Adjust to meet your individual needs.

SAMPLE PLAN

Dear _____ [Supervisor's name] ,

My return to work date is _____ [date] . My goal is to continue to feed my baby my own milk for _____ [length of time (1-3 years)] .

To provide enough milk for my baby and to prevent health complications, I need to pump _____ [number] times each day at _____ [approximate times] . Setting up, pumping, storing milk, and cleaning up from a pumping session will take around 30 minutes. Your support will help me meet my job expectations and my feeding goals, both of which are important to me.

Please let me know if you'd like to discuss any changes that may be needed to meet my pumping schedule so we can be a successful team. If you need to see any documentation supporting my need for this accommodation please let me know. For additional information and tools, I encourage you to check out the [Business Case Breastfeeding](#).

Thank you for supporting me and other nursing parents.

Sincerely,

_____ [your name]

Return to Work Summary

My return date is: _____ [MM/DD/YYYY]

My preferred work schedule will be: _____ [days per week/ shift/etc.]

My pump breaks will be at: _____ [times]

I will pump at: _____ [location] and store milk: _____ [where to keep expressed milk]