



## My Breastfeeding and Work Plan

Baby is due on:

First day of maternity leave:

First day back from maternity leave:

### Before birth

- My partner and I will attend an [ABA Breastfeeding Education Class](#).
- I will [join](#) the Australian Breastfeeding Association, as my membership includes a copy of the Association's book called *Breastfeeding ... naturally*, a bi-monthly magazine called *Essence* and access to local get-togethers run by trained breastfeeding counsellors and community educators.
- I will talk to my partner about how important breastfeeding is to me and our baby and how his/her support is vital to establishing and maintaining breastfeeding. I will discuss my intention to combine breastfeeding and work.
- I will establish the maximum amount of maternity leave available to me and assess how long it is viable for me to take leave for when taking into consideration my individual goals and financial situation.
- I will investigate childcare options and enrol my child at the one/s that suits my family best.
- I will speak to my employer and investigate a return to work policy that supports breastfeeding employees and the support they might already have in place.
- I will advise my manager or HR department of my intention to combine breastfeeding and work on my return.

### 2 months before returning to work

- I will establish the most effective way for me to manage breastfeeding on my return to work and define the support I need to achieve this.
- If I need to express breastmilk while at work I will plan how best to manage this.
- I will contact my employer to confirm my return to work date and discuss the details of my lactation breaks.
- I will decide on the best style of breast pump for my needs and decide whether to hire or buy one.

### One month before returning to work

- I will sort through my work wardrobe to determine which options are best for breastfeeding/expressing at work.

- I will think about ways to get organised at home and how I can simplify things.

### Two weeks before returning to work

- I will make sure that I have any equipment required for expressing and storing breastmilk.
- If expressing, I will start practising regularly to familiarise myself with expressing and build a backup supply of EBM.
- I will speak to my baby's caregiver about handling and feeding EBM.

### One week before returning to work

- I will do a full practice run through my work morning schedule.
- If I plan to express breastmilk, I have estimated how much milk my baby will require and how this will be fed.
- I will create a list of people who can help me with questions and concerns.
- I will put in place strategies to ensure I maintain a healthy work/life balance and look after myself.



For more information about the **Breastfeeding Friendly Workplace Program** please contact: [bfwa@breastfeeding.asn.au](mailto:bfwa@breastfeeding.asn.au)



For information and support relating to breastfeeding please contact the [Breastfeeding Helpline](#).

### Appendix 1: Sample letter to employer

*You can use this sample letter to tell your supervisor about your breastfeeding needs. Please feel free to adapt this to use your own words and relate it to your specific work situation.*

**To:** [Insert supervisor's name]

**From:** [Insert your name]

**Date:** [Insert date]

**Australian Breastfeeding Association**  
1818-1822 Malvern Rd Malvern East VIC 3145 | T: 03 9885 0855 | ABN:64005081523 | RTO: 21659  
[www.breastfeeding.asn.au/workplace](http://www.breastfeeding.asn.au/workplace)

**Re:** Breastfeeding Support in the Workplace

I am grateful for the support I have received during my **[Insert number of months/years]** of employment with **[name of company]**. It has been an exciting time for my family and me as we prepare for the birth of our child. To ease the transition back into the workplace, I would like to discuss some arrangements that will allow me to continue breastfeeding after I return to work.

It is really important to me to continue breastfeeding because of the health implications for my baby and myself. As all health authorities recommend and support breastfeeding, there are workplaces that are now making it possible for women to continue breastfeeding following maternity leave and I hope that we can find a solution together. Here are my immediate needs:

1. Private area with a lockable door and a power point so that I can express breastmilk during the day. It really only needs to be a small area to fit a comfortable chair and a small low table to place my equipment.
2. Access to a refrigerator to store breastmilk.
3. Flexibility to use break times to express breastmilk. I will need to express breastmilk about two to three times during an 8-hour workday to prevent blocked ducts, mastitis and maintain my milk supply. Expressing will take approximately 10–15 minutes (plus time to get to and from a place to express). There may be occasions when I will need to express breastmilk outside of these allotted meal breaks. Would it be possible to use extra work time or discuss options for making up the time if necessary?

Thank you. Knowing my company is making it possible for me to continue breastfeeding will help me feel much better about leaving my baby to come back to work. I look forward to discussing this with you.

Sincerely,

[Insert your name]