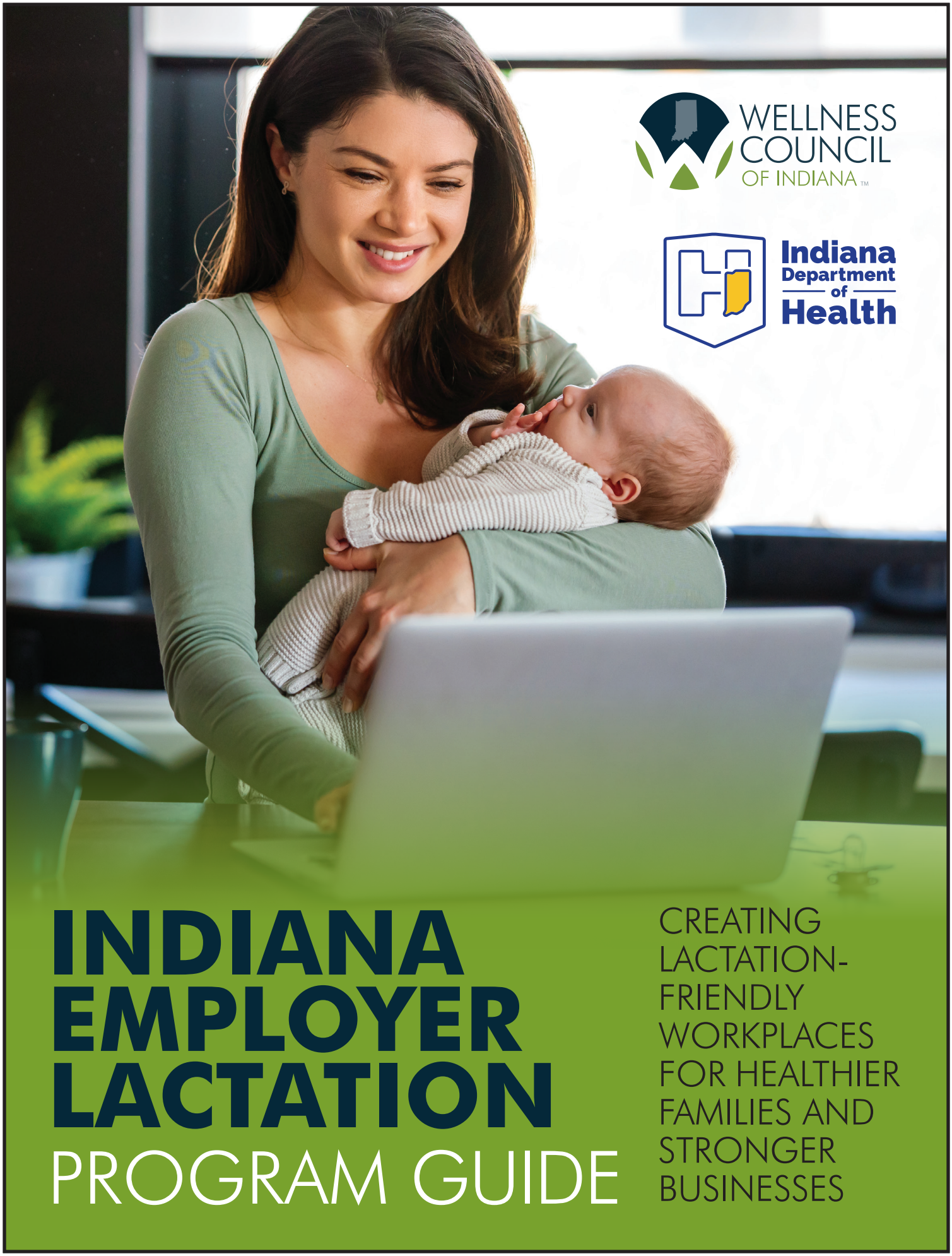


WELLNESS COUNCIL OF INDIANA™

Indiana Department of Health

INDIANA EMPLOYER LACTATION PROGRAM GUIDE

CREATING LACTATION-FRIENDLY WORKPLACES FOR HEALTHIER FAMILIES AND STRONGER BUSINESSES



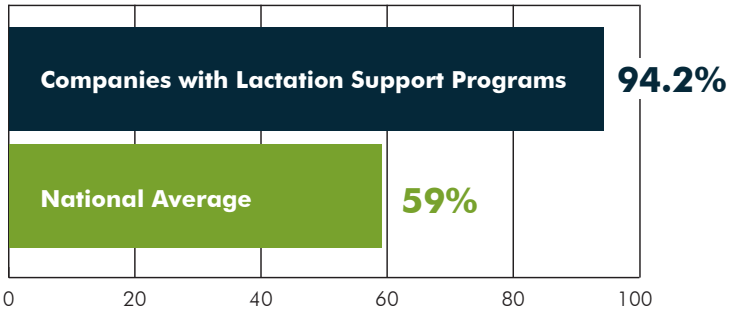
INTRODUCTION TO THE INDIANA EMPLOYER LACTATION PROGRAM GUIDE

PURPOSE OF THE GUIDE

The *Indiana Employer Lactation Program Guide* is designed to provide employers with practical guidance, resources and actionable steps to establish and maintain a workplace lactation program. Supporting lactating mothers not only fulfills legal obligations but also demonstrates a commitment to employee well-being and long-term retention.

WHY LACTATION SUPPORT MATTERS

Retention Rate for Employees of Companies With Lactation Support Programs



Workplace lactation support benefits both employers and employees. For employees, it reduces stress and barriers to breastfeeding, contributing to better health outcomes for both mother and child. For employers, lactation support has been shown to improve employee retention, reduce absenteeism and enhance workplace satisfaction. According to a study by the U.S. Department of Health and Human Services, businesses that provide lactation support experience a 94% retention rate among employees after maternity leave, compared to the national average of 59%.[1] Additionally, the Centers for Disease Control and Prevention (CDC) reports that absenteeism related to infant illness is reduced by up to 50% in companies with lactation programs.[2]

BENEFITS OF A WORKPLACE LACTATION PROGRAM

- Improved retention: Employees are more likely to return to work and remain with an employer who supports their lactation needs
- Increased productivity: Reduced stress and better health outcomes contribute to more focused and productive employees
- Decreased absenteeism: Breastfed babies tend to have fewer illnesses, leading to less missed work for parents. The U.S. Department of Health and Human Services found that lactation programs can result in up to 77% fewer lost workdays due to infant illness[3]
- Positive workplace culture: Demonstrating support for lactating employees fosters a family-friendly workplace environment

LEGAL REQUIREMENTS

Employers must comply with federal and state laws regarding lactation accommodations. The Fair Labor Standards Act (FLSA)[L1] requires employers to provide reasonable break time and a private space (not a bathroom) for lactating employees to express milk.[4] Indiana state law[L5] aligns with federal standards and may have additional provisions that employers must follow. The U.S. Department of Labor provides additional guidelines ensuring that lactating employees are granted necessary accommodations without workplace discrimination.[5]

HOW TO USE THIS GUIDE

This publication is organized into key sections to lead employers step by step through the process of developing a lactation support program:

1. Getting Started: Assess workplace needs and secure leadership buy-in
2. Policy Development: Create and communicate clear lactation policies
3. Design Lactation Spaces: Ensure physical spaces meet employee needs
4. Time and Flexibility: Establish flexible scheduling for lactation breaks
5. Education and Training: Equip managers and employees with necessary knowledge
6. Building a Supportive Culture: Foster an environment where lactating women feel valued
7. Monitoring and Improvement: Continuously evaluate and improve the program
8. Support Parental Mental Health: Recognize parental mental health needs
9. Supporting Fathers, Spouses and Partners in the Workplace: Engage and support the entire family unit
10. Resources and Templates: Access ready-to-use documents and guidance materials

Each section includes actionable steps, checklists and templates to simplify the implementation process.

WHO SHOULD USE THIS RESOURCE?

This guide is intended for HR professionals, business leaders, managers and workplace wellness coordinators who are responsible for implementing and maintaining workplace policies and programs.

Together, we can create workplaces where lactating women feel supported, valued and empowered to succeed both professionally and personally.

TABLE OF CONTENTS

Section 1: Getting Started 5
Section 2: Policy Development 7
Section 3: Design Lactation and Multi-Use Wellness Spaces 8
Section 4: Provide Time and Flexibility 10
Section 5: Education and Training Staff 11
Section 6: Build a Supportive Culture 13
Section 7: Monitor and Improve the Program 15
Section 8: Support Parental Mental Health 16
Section 9: Supporting Fathers, Spouses and Partners in the Workplace 17
Section 10: Resources and Templates 19
Appendix 20
Sources 22
Indiana Employer Lactation Program Guide 24

SECTION 1: GETTING STARTED

1.1 ASSESS WORKPLACE NEEDS

Before implementing a lactation program, conduct a needs assessment to ensure lactating mothers receive adequate support. This assessment may include:

- Employee surveys: Gather input on lactation needs, workplace barriers, preferred locations for lactation spaces, scheduling preferences for lactation breaks and desired support. Sample Employee Lactation Needs Survey
- Workplace demographics: Identify how many employees may require lactation accommodations
- Space audit: Evaluate available spaces that can be converted into lactation rooms. Sample Lactation Space Audit Tool



- Existing policies: Review current HR policies to determine gaps and areas for improvement

1.2 SECURE LEADERSHIP BUY-IN

Gaining support from executives and managers is crucial for a successful lactation program. Leadership endorsement ensures policies are implemented effectively and integrated into the workplace culture. To gain leadership buy-in:

- Present data-driven benefits, such as increased retention and reduced absenteeism
- Share case studies from similar organizations with successful programs
- Obtain formal approval to allocate resources for lactation accommodations
- Align lactation support with corporate policies and wellness initiatives

Key talking points for leadership:

- Financial benefits: The U.S. Department of Health and Human Services found that for every $1 invested in lactation programs, businesses see a return of $3 in savings due to reduced healthcare costs and improved productivity[3]
- Employee satisfaction: According to the Society for Human Resource Management, 80% of employees who receive lactation support report increased job satisfaction and loyalty[6]
- Legal compliance: Ensuring compliance with FLSA[L1] and Indiana state laws[L5] reduces the risk of legal issues and enhances company reputation

1.3 ESTABLISH A LACTATION PROGRAM COMMITTEE

A designated committee can oversee the successful implementation of the lactation support program. Committee members may include:

- HR professionals to draft policies and provide employee support throughout the maternity process. Sample Pregnancy and Parental Leave HR Checklist
- Facilities management to ensure designated lactation spaces are properly equipped
- Employee resource groups to provide peer support and advocacy
- Health and wellness champions to promote awareness

Committee responsibilities:

- Develop policies and procedures
- Identify and oversee lactation spaces
- Monitor employee feedback and continuously improve the program

1.4 DEVELOP AN IMPLEMENTATION TIMELINE

A structured rollout ensures an effective and timely launch of the lactation support program. Employers should develop a six-month plan, including:

Months 1-2: Conduct workplace assessment and secure leadership buy-in
Month 3: Form lactation committee and draft policies
Months 4-5: Equip lactation spaces and finalize training materials
Month 6: Launch the program and conduct manager training. Sample Management Training Guide
Ongoing: Collect employee feedback and make continuous improvements

With these initial steps completed, employers can move forward with confidence in establishing a supportive and legally compliant lactation program.

SECTION 1 CHECKLIST:

- ❑ Conduct employee needs assessment
- ❑ Evaluate existing spaces and policies
- ❑ Secure leadership buy-in
- ❑ Form a lactation committee
- ❑ Develop a six-month implementation plan



SECTION 2: POLICY DEVELOPMENT



2.1 CREATE A LACTATION SUPPORT POLICY

A formal lactation policy helps employees understand their rights while ensuring managers provide consistent support. Sample Lactation Policy

Key policy elements:

- Designated lactation spaces and how mothers can access them
- Reasonable break time to express milk
- Flexible scheduling options to accommodate nursing mothers
- Non-discrimination and confidentiality: Reinforce that mothers who utilize lactation support will not face retaliation or discrimination
- Employee communication: Outline how employees can request accommodation, including HR contacts and onboarding procedures
- Quality control: Ensure policy aligns with federal and state regulations by conducting a review with both legal and HR teams

2.2 COMMUNICATE THE POLICY EFFECTIVELY

Effective communication ensures employees and managers understand the policy. Employers should:

- Train managers and HR teams on lactation accommodations. Sample Management Training Guide
- Provide clear onboarding materials for new hires
- Display policy information in break rooms, intranets and employee handbooks
- Encourage an open-door policy for employees to discuss their needs
- Create a feedback loop for employees to provide input on the program

SECTION 2 CHECKLIST:

- ❑ Draft a clear lactation support policy
- ❑ Review with HR and legal teams
- ❑ Include policy in employee handbook
- ❑ Include in onboarding process
- ❑ Train managers on policy



SECTION 3: DESIGN LACTATION AND MULTI-USE WELLNESS SPACES

3.1 IDENTIFY AND PREPARE LACTATION AND MULTI-USE SPACES

Providing a dedicated, private space for lactation and general wellness is essential. These spaces can serve multiple purposes, but priority should always be given to nursing mothers. Multi-use spaces can include:

- Lactation support: A quiet, private area for expressing milk
- Migraine and quiet recovery space: A dimly lit, quiet area for employees who experience migraines or need rest
- Rest area for expecting mothers: A comfortable space where pregnant employees can put their feet up and rest during breaks
- Mental health decompression zone: A calming environment for employees to relax and reset after stressful meetings or challenging tasks


Photo courtesy of Kimball International

3.2 EQUIP THE SPACE WITH NECESSARY AMENITIES

A well-equipped multi-use space can be achieved at a cost as low as $500. The space should include:

- A comfortable chair for all body sizes for relaxation or milk expression
- A small table or shelf for personal items
- Electrical outlets for breast pumps and other devices
- A refrigerator for milk storage (if feasible)
- Sink access for cleaning pump parts and refreshing
- Soft lighting and soundproofing for a calming atmosphere
- Optional wellness tools such as aromatherapy, white noise machines or meditation guides
- Educational tools or printed resources available (e.g., one-page guide on room use, lactation rights, lactation resources, etc.)

3.3 CONSIDER TEMPORARY OR MOBILE SOLUTIONS

For workplaces with limited space, consider:

- Multipurpose rooms with privacy dividers that can be scheduled as needed
- Portable lactation pods or pop-up solutions
- Flexible furniture and signage to easily convert an office into a wellness space

3.4 PROMOTE AWARENESS AND ACCESSIBILITY

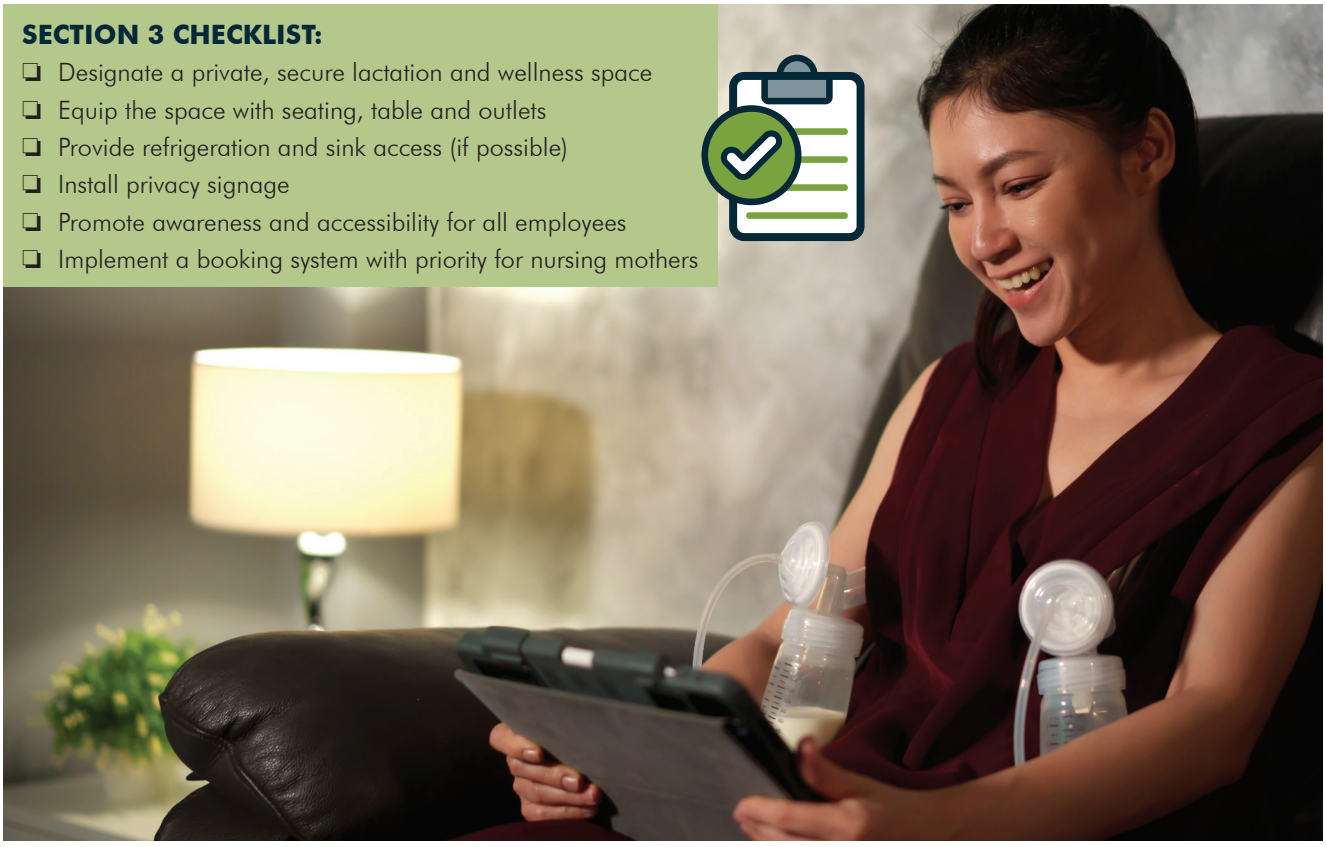
Ensuring employees are aware of these spaces and feel comfortable using them is key.

- Employee communication: Inform employees about the availability and location of these spaces through onboarding materials, internal newsletters and workplace signage
- Manager training: Educate managers on the importance of supporting employee wellness by allowing them access to these spaces when needed. Sample Management Training Guide
- Scheduling system: Implement a simple booking system to allow employees to reserve time in the space while maintaining privacy

- Sample scheduling system options:
  - » Digital calendar system (e.g., Outlook, Google Calendar): Create a shared calendar for the lactation room. Allow eligible employees to request or reserve time blocks. Use color-coding or private appointments to maintain confidentiality. Benefit: seamless integration with existing workplace systems; privacy customizable
  - » Sign-up sheet posted at door: Keep a printed sheet outside the room. Employees sign up for 30-minute blocks (or organization-approved timeframe). Include space for initials and times only – no personal details are required. Include a reversible hanging door sign (e.g., "Vacant/In Use") to accompany the sheet. Benefit: low-tech, easy-to-implement option that works in small or less digital workplaces
  - » Online scheduling platform (e.g., Calendly, Doodle): Provide a link to a private online booking page. Schedule reminders and confirmations. Set access permissions to HR-approved staff only. Benefit: user-friendly and accessible from any device with reminders and analytics
  - » Internal room reservation software (e.g., Microsoft Bookings, Robin, Teem, Envoy): Integrate with your organization's meeting room software. Label the room as "Lactation and Wellness Room." Prioritize blocks for nursing mothers with clearly posted guidance. Benefit: utilizes existing infrastructure; can enforce priority rules through admin settings

SECTION 3 CHECKLIST:

- ❑ Designate a private, secure lactation and wellness space
- ❑ Equip the space with seating, table and outlets
- ❑ Provide refrigeration and sink access (if possible)
- ❑ Install privacy signage
- ❑ Promote awareness and accessibility for all employees
- ❑ Implement a booking system with priority for nursing mothers



SECTION 4: PROVIDE TIME AND FLEXIBILITY

4.1 BREAK TIME FOR MILK EXPRESSION

A key component of lactation support is ensuring mothers have adequate break time to express milk during the workday. Employers should create policies that offer flexibility while balancing operational needs. Refrain from assuming how long pumping breaks need to be. Many factors can impact the length of time a mother needs for pumping like distance to the lactation space, additional preparation if working with hazardous substances, milk supply, feeding schedules, pump type, etc.

Flexible scheduling options:

- Allow employees to adjust their work schedules to accommodate lactation breaks
- Provide additional short breaks if needed beyond standard meal or rest periods
- Implement core working hours with flexible start and end times to support lactating mothers
- Encourage remote work or hybrid schedules for employees who may benefit from expressing milk at home
- Expectations for hourly vs. salaried employees:
- Hourly employees: The FLSA[L1] requires lactation breaks be provided but does not require them to be paid unless they coincide with regular paid breaks
- Salaried employees: Employers should ensure salaried employees have the flexibility to take lactation breaks without it impacting their workload or performance expectations
- Employers should document lactation break policies clearly to ensure consistency and compliance

4.2 ENCOURAGE OPEN COMMUNICATION

Creating a culture of transparency and support is essential to make lactation accommodations effective.

Clear points of contact:

- Designate a specific HR representative or manager as the lactation program contact
- Ensure lactating mothers know who to reach out to for questions about accommodations
- Maintain confidentiality when discussing lactation needs with employees

Employee and supervisor communication strategies:

- Encourage open conversations between employees and supervisors about lactation needs
- Provide training for managers on how to discuss lactation accommodation professionally and supportively. Sample Management Training Guide
- Implement a feedback system where employees can express concerns or suggest improvements to lactation policies

SECTION 4 CHECKLIST:

- ❑ Establish flexible break-time policies
- ❑ Ensure supervisors are informed
- ❑ Create communication channels for support
- ❑ Monitor and evaluate lactation break policy effectiveness





SECTION 5: EDUCATION AND TRAINING STAFF

5.1 TRAINING FOR MANAGERS AND HR

Training managers and HR personnel is critical to ensuring nursing mothers receive the support and accommodations they need.

Key training topics:

- Legal obligations: Review of federal and state lactation laws, including break time and space requirements
- Supporting lactating mothers: Best practices for creating a supportive workplace culture and responding to accommodation requests
- Confidentiality and sensitivity: How to address lactation needs professionally and respectfully
- Managing scheduling conflicts: Strategies for balancing lactation breaks with workplace productivity

Implementation strategies:

- Conduct annual training sessions for HR and managers. Sample Management Training Guide
- Include lactation planning in conversation around parental leave and onboarding. Sample Pregnancy and Parental Leave HR Checklist
- Develop an FAQ document to provide quick reference answers. Sample Employee FAQ
- Use real-life case studies to demonstrate how lactation support improves workplace morale and retention

5.2 RESOURCES FOR EMPLOYEES

Providing accessible and comprehensive resources ensures employees feel supported from pregnancy through their return to work. Employee Resource List

Key employee resources:

- Guidance for returning parents: Clear information on lactation policies, break scheduling and how to access lactation spaces
- Access to local lactation consultants: A directory of Indiana-based lactation consultants and support groups
- Employee lactation handbook: A digital or printed guide outlining company policies, available accommodations and best practices for transitioning back to work. Sample Employee Lactation Support Handbook
- Peer support networks: Connecting employees with others who have successfully navigated lactation in the workplace

Implementation strategies:

- Create a lactation welcome packet for new or expecting parents to streamline information and offer early support
- This packet can include:
  - » Sample Lactation Policy
  - » Sample Employee Lactation Support Handbook
  - » Sample Employee FAQ
    - ♦ Include employee assistance program (EAP) information or any other company-provided mental health resources to support overall well-being
    - ♦ Note whether breast pump coverage is included in the health plan and provide details on how to access or request coverage
  - » Employee Resource List
  - » Sample Father, Spouse and Partner Welcome Guide
- Maintain an easily accessible intranet page with lactation resources
- Offer one-on-one lactation consultations through HR or wellness programs

SECTION 5 CHECKLIST:

- ❑ Train managers on lactation accommodations
- ❑ Provide employee resources on lactation support
- ❑ Share contact info for lactation resources
- ❑ Maintain ongoing communication and support programs



SECTION 6: BUILD A SUPPORTIVE CULTURE

6.1 NORMALIZE LACTATION SUPPORT

Creating a workplace culture that embraces lactation support helps reduce stigma and encourages employees to utilize available resources.

Internal campaigns to reduce stigma:

- Develop awareness campaigns highlighting the benefits of workplace lactation support
- Share educational materials in company newsletters and internal communication channels
- Display posters and digital signage, reinforcing a supportive lactation environment

Share success stories:

- Feature employee testimonials in internal newsletters or meetings
- Showcase stories of employees who have benefited from lactation accommodations
- Recognize managers and teams that actively support lactating mothers

6.2 PEER SUPPORT PROGRAMS

Connecting nursing mothers with peer support and expert guidance can further enhance a culture of support and care.



Create employee support groups:

- Establish employee-led lactation support groups where employees can share experiences and advice
- Offer virtual or in-person networking sessions for working parents

Invite lactation consultants for workshops:

- Partner with local lactation consultants to host Q&A sessions or informational webinars
- Provide resources such as lactation coaching sessions for returning employees
- Offer training for managers on how to better support lactating mothers

6.3 ALTERNATIVES FOR SMALL WORKPLACES

For small workplaces where only one or very few employees need lactation accommodations, traditional peer support programs may not be practical. Employers can still foster a supportive culture through alternative approaches:

Manager and leadership advocacy:

- Train managers to openly discuss lactation accommodations and encourage a culture of support
- Ensure leadership expresses their commitment to lactation support through policies and messaging

Workplace messaging:

- Regularly communicate the organization's commitment to supporting all employees, including nursing mothers
- Incorporate lactation support messaging into general wellness initiatives

Individualized support plans:

- Offer one-on-one check-ins between HR and returning employees to provide personalized support
- Develop individualized accommodation plans to ensure employees feel valued and heard

Community and external resources:

- Direct employees to external peer support groups or lactation networks. Employee Resource List
- Provide access to online lactation communities or virtual support groups
- Partner with local businesses or coworking spaces that offer lactation-friendly environments

SECTION 6 CHECKLIST:

- ❑ Promote lactation program internally
- ❑ Share stories and testimonials
- ❑ Explore peer support options
- ❑ Host lactation support workshops
- ❑ Provide alternative accommodations for small workplaces



SECTION 7: MONITOR AND IMPROVE THE PROGRAM

7.1 COLLECT FEEDBACK

Gathering feedback from employees ensures that the lactation support program remains effective and meets the needs of those using it.

Methods for collecting feedback:

- Employee surveys: Conduct anonymous surveys to assess satisfaction, accessibility and effectiveness of lactation accommodations. Sample Employee Lactation Needs Survey
- Focus groups: Organize small discussion groups with employees who have utilized lactation spaces to gather qualitative insight
- One-on-one conversations: Encourage HR representatives to check in with lactating mothers to understand their experiences and identify areas for improvement

Key metrics to evaluate:

- Percentage of eligible employees utilizing lactation accommodations
- Employee satisfaction with lactation spaces, scheduling flexibility and overall support
- Retention rates of employees returning from parental leave

7.2 MAKE CONTINUOUS IMPROVEMENTS

Based on the feedback collected, employers should take proactive steps to enhance their lactation support programs.

Strategies for program improvement:

- Adjust policies as needed: If employees express difficulties in scheduling lactation breaks, consider revising break-time policies or adding more flexibility
- Enhance lactation spaces: Upgrade lactation rooms with improved furniture, additional privacy measures or better amenities
- Improve communication: Ensure all employees are aware of available lactation accommodations and know how to access them
- Provide additional support resources: Offer more training for managers, host lactation education sessions or introduce virtual resources for remote employees

SECTION 7 CHECKLIST:

- ❑ Create employee feedback surveys
- ❑ Regularly review program success
- ❑ Adjust program based on feedback
- ❑ Track usage and satisfaction metrics
- ❑ Enhance lactation support resources as needed



SECTION 8: SUPPORT PARENTAL MENTAL HEALTH

8.1 UNDERSTAND THE LINK BETWEEN LACTATION AND MENTAL HEALTH

The postpartum period is a critical time for supporting maternal mental health. Hormonal changes, sleep deprivation and the demands of new parenthood can significantly impact emotional well-being. When lactation challenges arise, they can compound these stressors. Employers that proactively address maternal mental health alongside lactation support help normalize the experience and reduce stigma.

Key considerations:

- Postpartum mood disorders such as postpartum depression and anxiety affect one in seven women.[7]
- Emotional distress can make it more difficult for an employee to continue breastfeeding or pumping[8]
- Creating a supportive workplace helps reduce the isolation and shame that many new parents feel[9]

8.2 EQUIP MANAGERS AND HR TO RESPOND WITH COMPASSION

Managers and HR professionals should be trained to recognize signs of maternal mental health challenges and respond empathetically.

Implementation strategies:

- Provide mental health training as part of your lactation and parental leave policies
- Encourage open dialogue and normalize mental health support
- Train leaders to recognize behaviors that may signal distress and know when to refer employees to internal or external support

8.3 PROVIDE ACCESS TO MENTAL HEALTH RESOURCES

Access to appropriate mental health support can significantly improve outcomes for new parents.

Employer actions:

- Offer access to EAPs that include maternal mental health support
- Share a directory of mental health providers, with a focus on postpartum expertise
- Host virtual or in-person workshops on adjusting to working parenthood
- Create peer support networks or employee-led groups for new parents

8.4 FOSTER A CULTURE THAT SUPPORTS EMOTIONAL WELL-BEING

Support goes beyond policies – it requires a culture that prioritizes well-being.

Culture-building tactics:

- Celebrate the transition to parenthood with support in employee newsletters or shout-outs
- Incorporate mental health messaging into lactation awareness campaigns
- Allow flexible return-to-work plans that consider both physical and mental recovery

SECTION 8 CHECKLIST:

- ❑ Train managers to recognize signs of maternal mental health challenges
- ❑ Provide access to mental health support and resources
- ❑ Foster a culture that reduces stigma around postpartum mental health
- ❑ Integrate mental health with lactation and parental support programming



SECTION 9: SUPPORTING FATHERS, SPOUSES AND PARTNERS IN THE WORKPLACE

9.1 THE IMPORTANCE OF PARENTAL SUPPORT

Workplace lactation support forcuses on mothers, but fathers, spouses, partners and adoptive parents also face major transitions when expanding their families. Offering parental support:

- Improved family outcomes: Engaged fathers positively influence breastfeeding success, child development and maternal health[10]
- Boosted workplace satisfaction: Eighty percent of millennial dads say they would like to be very involved in raising their children; yet, nearly half feel they don't get enough support from their employers to be as involved as they would like[11]
- Enhanced retention and productivity: Offering flexible leave and resources to all parents reduces stress, burnout and absenteeism[12]

"Fathers who take paternity leave are more likely to remain involved in caregiving long term, leading to stronger family bonds and healthier relationships."[13]

9.2 PRACTICAL EMPLOYER SUPPORTS FOR FATHERS, SPOUSES AND PARTNERS

Employers can take meaningful action to support fathers, spouses, partners and adoptive parents during the transition to parenthood and beyond. Examples include:

Parental leave and flexibility:

- Offer paid or unpaid parental leave for fathers, spouses, partners and adoptive parents
- Allow flexibility during the perinatal period for attending appointments, supporting postpartum recovery or bonding with the newborn
- Include fathers, spouses and partners in return-to-work planning

Communication to parents:

- Acknowledge all parents in parental leave policies, employee handbooks and welcome packets



Education and Engagement:
- Provide resources on supporting breastfeeding and mental health as a partner
- Offer education sessions for all new parents on navigating family changes, infant care and emotional support

Benefits navigation and mental health:
- Ensure fathers, spouses and partners are aware of mental health resources, EAP access and benefits related to family planning and postpartum support
- Highlight programs or coverage available to support parental bonding and role adaptation

9.3 IMPLEMENTATION STRATEGIES

Lactation program integration:
- Add father, spouse and partner support to existing lactation or parental resource materials
- Include them in orientation or wellness conversations around family planning and return-to-work transitions

Addition to employee welcome packets:
- Including the Sample Father, Spouse and Partner Welcome Guide into your lactation welcome packet helps build the bridge of support
- Provide your employees with the Sample Father, Spouse and Partner Welcome Guide during leave discussions
- Add a checklist of partner-friendly benefits and additional community resource list for fathers, spouses and partners (doulas, parenting classes, support groups) to your welcome packet for these groups

Feedback and program evolution:
- Invite input from fathers, spouses and partners during surveys or focus groups
- Adjust programming to reflect each family's uniqueness and evolving needs

SECTION 9 CHECKLIST:
- ❑ Offer parental leave options for fathers, spouses and partners
- ❑ Provide flexible scheduling and support in parental return plans
- ❑ Include fathers, spouses and partners across policies and materials
- ❑ Educate all parents on postpartum transitions and lactation support
- ❑ Share mental health resources and benefits navigation for partners
- ❑ Gather feedback from fathers, spouses and partners to improve programming



SECTION 10: RESOURCES AND TEMPLATES

To assist employers in implementing a successful lactation program, this section provides essential templates, guides and reference materials.

10.1 Sample Employee Lactation Support Needs Assessment Survey

A survey to gather input from employees to identify lactation needs, workplace barriers and preferences on location and scheduling.

10.2 Sample Lactation Space Audit Tool

An audit tool to help employers thoroughly evaluate potential rooms for use as lactation spaces.

10.3 Sample Pregnancy and Parental Leave HR Checklist

A checklist to guide the HR conversation and workflow around pregnancy, parental leave, return to work, post maternity leave onboarding and how lactation consideration play into this conversation.

10.4 Sample Manager Guide for Lactation Accommodation

A guide to educate managers on legal obligations, best practices for supporting lactating employees and handling lactation accommodation requests.

10.5 Sample Lactation Policy

A customizable workplace lactation policy that outlines employee rights, employer responsibilities and procedures for requesting accommodations. Employers can modify this template to align with their company's policies and culture.

10.6 Sample Employee FAQ About Lactation Accommodations

A document answering common questions about workplace lactation accommodations, such as break-time policies, space availability and privacy concerns. This resource ensures both employees and managers have clear, accessible information.

10.7 Sample Employee Lactation and Parenting Support Resources

A directory of lactation consultants, breastfeeding support groups and community-based resources available in Indiana. Employers can share this list with employees to connect them with additional support.

10.8 Sample Employee Lactation Support Handbook

A guide to help employees understand their rights and available resources, including how to request lactation accommodation, use lactation spaces and balance work and breastfeeding.

10.9 Sample Father, Spouse and Partner Welcome Packet

A guide for fathers, spouses and partners to be informed, supported and confident in their transition into parenthood. Include information about EAPs and partner utilization and additional community resources.

SECTION 10 CHECKLIST:

- ❑ Provide policy templates
- ❑ Share local resource contacts
- ❑ Include FAQ document
- ❑ Offer training materials for managers
- ❑ Make resources easily accessible to employees



APPENDIX

LAWS RELATED TO WORKPLACE BREASTFEEDING

Federal Laws

L1 Fair Labor Standards Act (FLSA), Section 7(r) – "Break Time for Nursing Mothers"

Citation: 29 U.S.C. § 207(r)

Overview: Requires employers to provide:

- Reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth
- A private space, other than a bathroom, which is shielded from view and free from intrusion for this purpose
- Applies to all employers covered by the FLSA; however, small employers (fewer than 50 employees) may be exempt if compliance would cause undue hardship

Enforcement: U.S. Department of Labor (Wage and Hour Division)

L2 PUMP for Nursing Mothers Act (2022)

Citation: Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328)

Overview:

- Expands coverage of the FLSA break-time requirement to more workers, including salaried and non-exempt employees
- Clarifies time spent expressing milk is considered compensable time if the employee is not completely relieved from duty
- Effective April 2023 for most employers

L3 Pregnant Workers Fairness Act

Citation: 42 U.S.C. § 2000gg et seq. (Effective June 27, 2023)

Overview: Requires covered employers to provide reasonable accommodations to employees and applicants with known limitations related to pregnancy, childbirth or related medical conditions, including lactation and expressing milk.

- Reasonable accommodation may include:
  - » More frequent breaks
  - » Access to a private lactation space
  - » Modified work schedules or duties as needed
- Employers must engage in an interactive process to determine suitable accommodation
- Applies to employers with fifteen or more employees

Enforcement: U.S. Equal Employment Opportunity Commission (EEOC)

L4 Patient Protection and Affordable Care Act (ACA) – Coverage for Breastfeeding Supplies
Citation: Public Law 111–148, § 1001 (amending Section 2713 of the Public Health Service Act)
Regulatory Guidance: Health Resources and Services Administration Guidelines
Overview: The ACA requires most health insurance plans to cover breastfeeding-related services and supplies as part of women's preventive health services with no cost-sharing (i.e., no copay, coinsurance or deductible).

- Covered items and services include:
  - » Breastfeeding support, counseling and education during pregnancy and postpartum
  - » Breast pump coverage, typically including:
- One manual or electric breast pump per pregnancy, coverage for pump supplies (e.g., valves, tubing, storage bags) depending on the plan and access to a lactation consultant or trained provider, often both prenatally and postpartum
- Applies to non-grandfathered group health plans and health insurance issuers in the individual and group markets. Does not apply to plans exempt from ACA requirements (e.g., certain grandfathered plans or short-term health plans)

Enforcement: U.S. Department of Health and Human Services, primarily through: Centers for Medicare and Medicaid Services, Department of Labor (for employer-sponsored plans) and Department of the Treasury (for tax-advantaged accounts)

Indiana State Laws

L5 Indiana Code § 22-2-14-2 – Breastfeeding in the Workplace
Overview:

- Employers must provide a private location, other than a toilet stall, where an employee can express breast milk
- Employers are encouraged to provide cold storage for expressed milk but not required
- Applies to employers in the state of Indiana regardless of size

L6 Indiana Code § 16-35-6 – Right to Breastfeed
Overview:

- Protects a woman's right to breastfeed in any public or private location where she is authorized to be
- While not specific to the workplace, it reinforces cultural and legal acceptance of breastfeeding

Additional Guidance and Enforcement

U.S. Department of Labor (DOL) – Wage and Hour Division
Indiana Department of Labor

U.S. EEOC – may enforce related protections under Title VII of the Civil Rights Act, which prohibits sex discrimination, including discrimination based on pregnancy and related conditions.

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INDIANA EMPLOYER LACTATION PROGRAM GUIDE

COMPREHENSIVE CHECKLIST: A STEP-BY-STEP GUIDE

Section 1: Getting Started

- ❑ Conduct employee needs assessment
- ❑ Evaluate existing spaces and policies
- ❑ Secure leadership buy-in
- ❑ Form a lactation committee
- ❑ Develop a six-month implementation plan

Section 2: Policy Development

- ❑ Draft a clear lactation support policy
- ❑ Review with HR and legal teams
- ❑ Include policy in employee handbook
- ❑ Include in onboarding process
- ❑ Train managers on policy

Section 3: Design Lactation Spaces

- ❑ Designate a private, secure lactation and wellness space
- ❑ Equip the space with seating, table and outlets
- ❑ Provide refrigeration and sink access (if possible)
- ❑ Install privacy signage and schedule management system
- ❑ Promote awareness and accessibility for all employees
- ❑ Implement a booking system with priority for nursing mothers

Section 4: Time and Flexibility

- ❑ Establish flexible break-time policies
- ❑ Ensure supervisors are informed
- ❑ Create communication channels for support
- ❑ Monitor and evaluate lactation break policy effectiveness

Section 5: Education and Training

- ❑ Train managers on lactation accommodations
- ❑ Provide employee resources for lactation support
- ❑ Share contact info for lactation resources
- ❑ Maintain ongoing communication and support programs

Section 6: Building a Supportive Culture

- ❑ Promote lactation program internally
- ❑ Share stories and testimonials
- ❑ Explore peer support options
- ❑ Host lactation support workshops
- ❑ Provide alternative accommodations for small workplaces

Section 7: Monitoring and Improvement

- ❑ Create employee feedback surveys
- ❑ Regularly review program success
- ❑ Adjust program based on feedback
- ❑ Track usage and satisfaction metrics
- ❑ Enhance lactation support resources as needed

Section 8: Support Parental Mental Health

- ❑ Train managers to recognize signs of maternal mental health challenges
- ❑ Provide access to mental health support and resources
- ❑ Foster a culture that reduces stigma around postpartum mental health
- ❑ Integrate mental health with lactation and parental support programming

Section 9: Supporting Fathers, Spouses and Partners in the Workplace

- ❑ Offer parental leave options for fathers, spouses and partners
- ❑ Provide flexible scheduling and support in parental return plans
- ❑ Include fathers, spouses and partners across policies and materials
- ❑ Educate all parents on postpartum transitions and lactation support
- ❑ Share mental health resources and benefits navigation for partners
- ❑ Gather feedback from fathers, spouses and partners to improve programming

Section 10: Resources and Templates

- ❑ Provide policy templates
- ❑ Share local resource contacts
- ❑ Include FAQ document
- ❑ Offer training materials for managers
- ❑ Make resources easily accessible to employees