



# Supporting Your Breastfeeding Employees Toolkit for Managers



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services



# What Is The Texas Mother-Friendly Worksite Program?

Texas Mother-Friendly Worksites (TMFW) support breastfeeding employees when they return to work. Businesses can earn TMFW designation by having a lactation support policy that includes these requirements:



**Work pattern flexibility and break time**



**Access to a nearby clean and safe water source**



**Accessible, private, non-bathroom location(s)**



**Access to storage options to safely store breast milk**

Businesses should actively promote and support breastfeeding and communicate their policy to employees on a regular basis. Businesses who meet the basic requirements can apply for TMFW designation, receive resources, and more. Beyond the basics, businesses can do more to level up their designation to Silver or Gold.



Check out the [Beyond the Basics](#) web page to learn more.

## Who Should Use This Guide

This toolkit provides content managers can use to support employees through your worksite lactation program. Customize the templates with information specific to your worksite. Managers can use the tools presented in a binder or folder to help with employee discussions.

Toolkit resources include:

- **Explanation of leave and return-to-work policies**
- **A manager's point-of-contact list for worksite lactation support**
- **Manager talking points to handle coworkers' concerns**
- **Program launch letter**
- **Manager's PowerPoint presentation**



**There is no need to be a TMFW program expert.**

If you need help, email [TexasMotherFriendlyWorksite@dshs.texas.gov](mailto:TexasMotherFriendlyWorksite@dshs.texas.gov) for guidance and resources.



## Be Prepared to Support Worksite Lactation Support Policies and Procedures

As a manager or supervisor, it is important to be prepared to support your employees when they are preparing to go on parental leave and when they return. A lactation support policy shapes the culture and attitudes within your organization and reflects a commitment to improving employee well-being. Your policy should clearly state what your employees can expect from your organization and what your organization expects from them.

### Developing Your Lactation Policy

The following components should all be covered in your employee worksite lactation support policy. A strong policy is brief and broad—it should be supported by clear procedures that provide specific and clarifying details. Too many details can weaken the overall **policy** by limiting its scope.

1. Worksite Lactation Support Policy
2. Worksite Lactation Procedures
3. Parental Leave Options
4. Alternative Work Arrangements
5. Flexible Scheduling Options
6. Parenting and Breastfeeding Resources
7. Physical Accommodations
8. Employee benefits related to lactation

### Why Your Support Matters

Supporting breastfeeding is supporting employee health. Milk expression breaks are important, like bathroom breaks or breaks to check blood sugar. Skipping milk expression breaks can lead to leaking milk, feelings of discomfort, lower milk supply, and even illness. Many mothers are afraid to speak to their employers about these needs. Many quit breastfeeding altogether soon after returning to work.

Supporting breastfeeding builds healthy families. Breastfeeding through a baby's second year offers a lifetime of health benefits for mom and baby. Babies who aren't breastfed are more at risk for diarrhea, ear infections, chronic diseases such as diabetes, asthma, and obesity, severe lung infections, childhood cancers, intestinal disease and sudden infant death syndrome (SIDS).

For more information visit:

[dshs.texas.gov/TexasMotherFriendly](https://dshs.texas.gov/TexasMotherFriendly)

Workplaces of all types are finding solutions to help their employees meet their breastfeeding goals. These solutions are often simple and inexpensive. The best part is that supporting your breastfeeding employees can be a valuable addition to your existing employee benefits package or worksite wellness program. Lactating employees who are supported by their employers are often healthier, more productive, and more loyal.

**We hope the content in this toolkit provides guidance for managers on how to communicate worksite's policies and procedures related to parental leave, return to work, and worksite lactation support to your employees.**

## **You Can Do This!**

**Thank you for taking this step to support your lactating employees.**

Taking part in the Texas Mother-Friendly Worksite (TMFW) Program is beneficial for families, employees, your business, and your community.

**We're here to help!**

**[dshs.texas.gov/TexasMotherFriendly](https://dshs.texas.gov/TexasMotherFriendly)**



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