



## Explanation of Leave and Return-to-Work Policies

When your employees are preparing to go on leave, they will likely have many questions about the process and return-to-work options. Below is a checklist of topics that you should be prepared to discuss.

### How much leave can an employee take?



- Who should the employee contact with Human Resource questions?
- Does employee qualify for FMLA?
- Does employee have short-term disability options?
- Can the employee creatively combine vacation and sick leave?

### Requests for employee time off.



- What paperwork is needed to file for leave?
- When do you expect employee to return?
- Can employee return part time?
- Can employee work a compressed week?

### Think about childcare options and make a plan



- What child care options are available?
- Is there onsite childcare at work?
- Can employee return part time?
- Does the company provide any financial support for child care?

### Employees Returning to Work



- Will they need coverage for their job responsibilities during milk expression breaks?
- Create a possible break schedule.
- Do employees need to formally request a flexible break schedule?
- Will breaks be paid or unpaid?

### What support is available for breastfeeding employees?



- Is there a designated space for breast milk expression?
  - » If not, how will you find space for your employees to express milk?
- What lactation supplies or services are provided by the employer?
- Is a breast pump available to use on site?
  - » If so, what brand? What type of breast pump kit do employees need to use the pump the employer supplies?
- Is there a process to request the breast pump?
- Are there any breastfeeding or parenting classes available through the employer?

For more information visit  
[dshs.texas.gov/TexasMotherFriendly](https://dshs.texas.gov/TexasMotherFriendly)



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