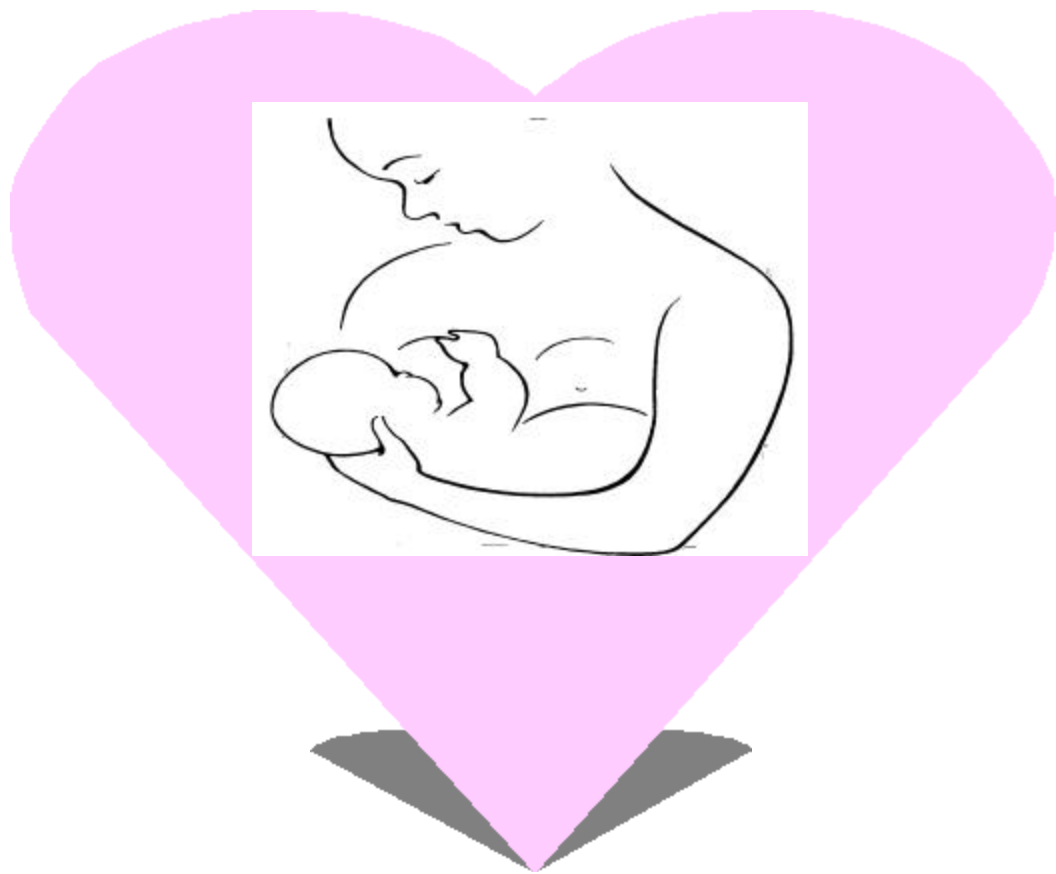


BREASTFEEDING



GUIDELINES

UNICEF

**Division of Human Resources (DHR)
CF/AI/2000-023 of 23 October 2000**

Breastfeeding

CF/AI/2000-023 of 23 October 2000

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I. General

Background

1. UNICEF is fully committed to creating a working environment for its staff that fosters and protects six months of exclusive breastfeeding and continued breastfeeding with adequate complementary foods for two years or beyond.

Time-Off

2. All staff members with breastfeeding infants who are two years old or under, are entitled to time away from their desks for the purpose of breastfeeding their infants or expressing milk.
3. In cases when mothers bring their infants to work, they are allowed time off to breastfeed whenever the infant demands.
4. When mothers choose not to bring their infants to work, and have a care provider at home, they may choose to express milk for the infant. In this case two options apply:
 - a) they may take time away from their desks to express milk at the office, for retention and later pick up by the care giver; *or*
 - b) those who live close to the office may go home as follows:
 - i) *for infants under six months old:*
 - 30 minutes time off, twice per day; *plus*
 - a reasonable time off for commuting, subject to a maximum of 60 minutes, twice per day (*i.e.*, the commuting time allowance depends on the location of the staff member's home or child-care provider); *and*
 - ii) *for infants from six months to two years old:*
 - 30 minutes time off twice per day; *and*

- the time off for commuting is discontinued.

Travel of Breastfeeding Infants

5. UNICEF pays for the following travel expenses for breastfeeding infants, who are 24 months of age or less and who accompany their mothers on official duty travel (DT):
 - a) 10 per cent of the cost of the mother's ticket; *and*
 - b) 10 per cent of the applicable DSA.
6. No travel expenses are paid for baby-sitters, or when mothers cannot take their infants with them, for instance when travelling to a non-family duty station.

Breastfeeding Facilities

7. Offices are required to provide a comfortable and private area for mothers to breastfeed their children during the work day or to express their milk. The office should also provide clean and secure space in a refrigerator for storing the milk.

Additional Information

8. Staff members interested in further information or documentation, or advice on breastfeeding may contact UNICEF's local focal point for breastfeeding issues.

II. Relationship with other Entitlements, Benefits and Options

Maternity Leave

9. **Combination of Maternity Leave with Half-Time Work.** A staff member who has completed six weeks of post-delivery ML may opt to combine ML with half-time work for the rest of the ML.
10. **Example.** Instead of taking the last four weeks of post-delivery full-time ML, the mother may request half-time ML over an eight-week period, combined with half-time work.

Annual Leave

11. Subject to exigencies of service, requests to take AL following ML will be favourably considered.
12. **Combination of Half-Time Work with Annual Leave.** Subject to the needs of the organization, requests to combine half-time work with AL following ML, will be given favourable consideration.
13. **Example.** Instead of taking two weeks of full-time AL following ML, the mother may request half-time AL over a four-week period, combined with half-time work.

Special Leave Without Pay

14. Subject to exigencies of service, requests from regular staff members for special leave without pay (SLWOP) to take care of their infants following ML, will be given favourable consideration for up to two years, with a possibility of extension for up to an additional two years in exceptional cases. In the case of a staff member holding a fixed-term appointment, the SLWOP may not exceed the duration of her fixed-term appointment.
15. A local staff member is always given a lien on her post.
16. Whenever possible, an international staff member is given a lien on her post. If the latter is not feasible, and depending on the type and duration of her appointment, she is granted a lien on any

post at her level or not at all. Requests should be submitted for approval to the Director DHR, through the Human Resources Officer serving the duty station.

17. When both parents are UNICEF/UN staff members and both request SLWOP, their combined periods of leave may not exceed two years, or four years in exceptional circumstances.
18. Requests from temporary staff members for SLWOP following ML are not entertained.
19. Staff members on SLWOP are entitled to the full benefits of ML.

Temporary Half-Time Work

20. Subject to the needs of the organization, requests to temporarily work half-time to take care of an infant following ML for a limited period of time, will be given favourable consideration. Requests may be approved initially for a maximum of six months, subject to extension by mutual agreement of the organization and the staff member.

Flexitime

21. Subject to exigencies of service, requests for flexitime following ML will be given favourable consideration.