

Policy Title	Time off for Lactating Parents
Previous title (if any)	
Policy objective	The purpose of this policy is to provide lactating parents with time off to breastfeed/chestfeed and/or express milk for their infants.
Target audience	All UNFPA staff members
Risk control matrix	Control activities that are part of the process are detailed in the Risk Control Matrix
Checklist	N/A
Effective date	01 June 2023
Revision History	
Mandatory review date	01 June 2026
Policy owner unit	Division for Human Resources
Approval	Link to signed approval template

Time off for Lactating Parents**I. Purpose**

1. The purpose of this policy is to provide lactating parents with time off to breastfeed/chestfeed and/or express milk for their infants.

II. Policy

2. UNFPA supports lactating parents by providing daily time off to breastfeed/chestfeed their infants and/or express milk during working hours to nurture their infants after returning to work.
3. This policy outlines the daily time allowance given to staff members who breastfeed/chestfeed and/or express milk for their infants, identifies related control actions to mitigate potential risks and establishes the following:
 - a. eligibility; and
 - b. authorized time off.
4. This policy also establishes conditions under which UNFPA will authorize travel for an infant to accompany a lactating parent on duty travel.

A. Eligibility

5. All UNFPA staff members with permanent, fixed-term and temporary appointments regardless of duration are eligible to request time off to breastfeed/chestfeed and/or express milk during working hours.
6. Time off may be granted until the child reaches two years of age.
7. Time off is granted specifically to support the physical process of making and secreting milk. Staff members are not eligible for additional time off to feed their child(ren) through other means, including feeding through a bag, bottle or tube.

B. Authorized Time off

8. Lactating parents will be granted fully paid time off as follows:
 - a. Two hours per day (including commuting time) when the parent works on a full-time schedule on premises and the infant is one year old or younger;
 - b. One hour per day (including commuting time) when the parent works on a full-time schedule on premises and the infant is between one and two years of age;
 - c. Half of the time allowed under a. and b. above, when the parent is authorized to work only half day on premises.

9. In the event lactating parents bring their infant to work, they shall be allowed to take regular breaks to breastfeed/chestfeed whenever the infant demands. However, for health, safety and security considerations, staff members are responsible for ensuring that their infants are not present in the office on a full-time or regular basis.
10. Staff members working remotely can take regular breaks to express milk or to breastfeed/chestfeed whenever the infant demands.
11. In cases where a lactating parent has more than one infant, the authorized time off specified in paragraph 8 may be increased by up to 30 minutes for each additional infant.
12. If staff members exceed the allotted time off, they must extend their workday to make up the time difference.
13. Time off for breastfeeding/chestfeeding or expressing milk cannot be accumulated. Authorized time off that is not utilized during the workday is forfeited. There is no entitlement to compensation in lieu of time off for breastfeeding/chestfeeding or expressing milk.
14. Where and when practical and to the extent possible, offices should:
 - a. Provide a private area with adequate hygienic conditions that can be used exclusively for breastfeeding/chestfeeding or expressing milk during the work day;
 - b. Ensure any area provided allows a lactating parent with disabilities to utilize the space as intended; and
 - c. Provide clean and secure space in a refrigerator for storing their milk.
15. UNFPA encourages supervisors to support lactating parents in the use of these provisions. Arrangements as to timing of daily absences from work and other pertinent considerations should be mutually agreed between the eligible parent and the supervisor, taking into account to the greatest possible extent the needs of the parent.
16. Staff members are expected to return to their regular schedule when they stop breastfeeding/chestfeeding/expressing milk or when the infant reaches two years of age, whichever is sooner.

C. Breastfeeding/Chestfeeding on Duty Travel

17. A lactating parent who is requested by the Organization to undertake duty travel may seek authorization from the budget holder to travel with their infant.
18. Requests will be considered if:
 - a. The infant is two years old or younger;

- b. The place of travel has conditions suitable for the infant using established hardship and security indicators¹;
 - c. The staff member acknowledges and expressly agrees that the Organization does not assume responsibility for travel risks of the child;
 - d. A travel request is initiated and submitted for approval at least two weeks in advance.
19. Staff members are not allowed to travel with their infants to non-family duty stations.
20. UNFPA pays for the following travel expenses for infants accompanying the lactating parent on official duty travel:
 - a. 10% of the cost of the parent's ticket; and
 - b. 10% of the parent's Daily Subsistence Allowance.
21. No other travel expenses are paid by UNFPA; in particular, the Organization does not reimburse the cost of, or travel expenses for, a caretaker.
22. A staff member's working hours and time allocated for breastfeeding/chestfeeding or expressing milk while on duty travel should be mutually agreed between the staff member and the supervisor prior to traveling, subject to the time off authorized in section B of this policy.
23. Travel expenses are covered by the same funding source covering the staff member's travel expenses.

III. Procedures

24. The staff member initiates a discussion with their supervisor to identify a suitable arrangement for time off to breastfeed/chestfeed or express milk.
25. The staff member formally requests time off for breastfeeding/chestfeeding or expressing milk in writing by submitting their self certification of eligibility to the supervisor and the human resources focal point together with a copy of the infant's birth certificate. The self certification and birth certificate will be retained in the staff member's 'personnel file.'
26. The supervisor confirms that the documentation submitted by the staff member is adequate, then approves the request for time off for breastfeeding/chestfeeding or expressing milk.

Roles and responsibilities

¹ Staff members should be guided by the [hardship classification of the duty station](#) as determined by the International Civil Service Commission.

27. Staff member responsibilities include:
- Initiating the discussion with the direct supervisor;
 - Formally requesting time off for breastfeeding/chestfeeding or expressing milk in writing to the direct supervisor and the human resources focal point accompanied by a self certification and a copy of the infant's birth certificate;
 - Finalizing the work schedule with the supervisor and colleagues;
 - Indicating the preferred time off during the day for better planning;
 - Requesting to undertake duty travel with the infant for the purpose of feeding; and
 - Returning to their regular work schedule when they stop breastfeeding/chestfeeding or expressing milk or the infant reaches one year of age, whichever is sooner.
28. The supervisor is responsible for:
- Engaging in a discussion with the staff member to identify a suitable arrangement;
 - Approving the request for time off for breastfeeding/chestfeeding or expressing milk;
 - Keeping track of the indicated preferred time by the staff member;
 - Engaging in a discussion with the staff member about working hours and time allocation for breastfeeding/chestfeeding or expressing milk while on duty travel; and
 - Advising the staff member of the expiration date of any approved arrangement which shall not extend beyond the date the child reaches two years of age.
29. Operations managers² in duty stations outside New York are responsible for:
- Designating appropriate private and hygienic areas that lactating parents can use to breastfeed/chestfeed or to express milk.
 - Provide access to a refrigerator for the storage of milk.
30. Budget holders are responsible for:
- Authorizing duty travel with the infant for the purpose of feeding; and
 - Calculating travel expenses for infants accompanying their lactating parent on official duty travel; and
 - Sending requests to the Travel Unit at headquarters/operations managers in duty stations outside New York for clearance.

IV. Other

No other content available

V. Process Overview Flowchart

No overview flowchart applicable

² In duty stations outside New York without operations managers, the task can be undertaken by Administrative/Finance Associates.

VI. Risk Control Matrix

Risk Description	First Line of Defense Controls			Second Line of Defense Controls		
	Control Activity Description	Reference (paragraph #)	Who performs	Control Activity Description	Reference (paragraph #)	Who performs
1. Staff member exceeds the time allocated due to different needs.	Supervisor is responsible for keeping track of the indicated preferred time off by the staff member.	28c	Direct supervisor	If a staff member exceeds the allotted time off, they must make up the time difference.	12	Direct supervisor
2. Lactating parent continues taking time off to feed beyond two years.	The staff member is responsible for submitting self certification of eligibility.	25	Staff member	The supervisor is responsible for advising the staff member of the expiration date of any approved arrangement.	28e	Direct supervisor