

THE CHINESE UNIVERSITY OF HONG KONG

PERSONNEL CIRCULAR NO. 3/2015

Promoting Breastfeeding Friendly Workplace

To: College Heads/Masters
Faculty Deans
School Directors/Department Chairpersons/Unit Heads
Institute/Centre Directors

1. In July 2015, the University signed a pledge to join the “Say Yes to Breastfeeding” Campaign organized by The United Nations’ Fund for Children (UNICEF) in collaboration with the Food and Health Bureau and the Department of Health. To affirm the University’s support and commitment to foster a breastfeeding friendly workplace, this circular announces the related administrative guidelines approved by the Administrative and Planning Committee (AAPC) at its 11th (2015) meeting.

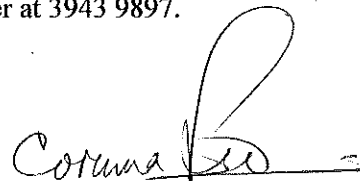
2. As promulgated by the Department of Health, there are the following elements for a breastfeeding friendly workplace: provision of a space with privacy, an appropriate chair and table, a refrigerator and “lactation breaks” to facilitate the milk expression of lactating appointees within a year after child delivery.

3. At present, there are four central nursing rooms on campus respectively in Chung Chi College, United College, S.H. Ho College and the Pommerenke Student Centre. The lactating appointees are welcomed to use these nursing rooms on a walk-in basis or through an on-line booking system* via the website of the Task Force on Women and Family-friendly Policies (www.wffp.cuhk.edu.hk). For the convenience of the lactating appointees and to minimize commuting time, Departments/Units (D/U) are encouraged, insofar as practicable, to arrange locally a space with privacy to facilitate the milk expression of lactating appointees. A meeting room, a curtained cubicle or an enclosed area with proper signage will serve the purpose. The private space should have a chair, a table and an electric outlet if possible for operating a breastmilk pump.

4. More importantly, AAPC at the aforementioned meeting approved the introduction of lactation breaks for lactating appointees within the year after child delivery. In general, “lactation breaks” refer to two 30-minute breaks for a normal working day of 8 hours. The actual pattern and extent of the lactation breaks can be flexibly arranged in the workplace upon due consideration of the need of the appointee and the work operation. The relevant guidelines and the request form are attached, where also available at <http://www2.per.cuhk.edu.hk/en-GB/>.

5. For the smooth implementation and provision of lactation breaks at the workplace, early consultation, positive communication and mutual respect are very important. The University would like to appeal to the D/U management and the affected co-workers for their acceptance and support of their female colleagues’ choice of continuous breastfeeding after returning to work and for the lactating appointees’ appreciation to the accommodation provided by their D/U. Let us join hands in fostering supportive culture at the workplace.

6. Please post/circulate this circular for information of your staff members. Enquiries pertaining to this circular can be directed to Ms. Betty To, Assistant Director of Personnel at 3943 7288, Ms. Angel Leung, Personnel Manager at 3943 8611 and Ms. Jessica Yip, Assistant Personnel Manager at 3943 9897.



Corinna Lee (Ms.)
Director of Personnel

Encl.

c.c. Vice-Chancellor
Provost
Pro-Vice-Chancellors/Associate-Vice-Presidents
College/Faculty/Departmental administrators
Co-Convenors, Task Force on Women and Family-friendly Policies (TFWFFP)
Secretary, TFWFFP

*online booking facility is under construction.

September 25, 2015

Advisory Guidelines on Provision of Lactation Breaks

Applicability

1. As a caring employer and to promote a supportive culture at workplace, the University introduces lactation breaks to cater for the need of its appointees to continue breastfeeding their newborn babies upon returning to work after maternity leave. Lactation breaks will be counted as working hours (i.e. part of a working day) for appointees who work on full-time basis and mandatory compensation for the time used for milk expression is not expected. Appointees working on part-time basis may also be provided with lactation breaks subject to their actual work schedule and agreement with the Departments/Units (D/U).

Lactation Breaks

2. Upon the request of the lactating appointees and subject to the arrangement being reasonably practicable, D/U are advised to provide lactation breaks to such appointees **within the year after child delivery**. The level of provision (which also applies to multiple births in one pregnancy) and the arrangement can be as follows:

- a. Two separate sessions each for up to 30 minutes at agreed timeslots during normal work hours; or,
- b. Staggered work hours allowing the lactating appointee to report for duty 30 minutes later in the morning and/or granting of an extended lunch hour (i.e. 1.5 hours). The breastfeeding appointees therefore can express milk before they come to work, during lunch break and after work (i.e. at interval of around 4 hours).

3. There is no separate provision of commuting time for lactation breaks. Both the lactating appointees and their D/U should be committed to minimize the commuting time for the purpose. Unless otherwise agreed by D/U, the lactating appointees should stay in the local workplace during lactation breaks if suitable space and facilities are provided locally.

4. The schedule, pattern and extent of the lactation breaks can be flexibly arranged upon due consideration of the need of the appointee, the work operation and arrangement among co-workers at the workplace. While a regular pattern of lactation breaks is encouraged, both D/U and the lactating appointee should be prepared for possible variation in the actual provision to best suit the situation, e.g. an appointee may have lactation break earlier or later in case she needs to attend an office meeting at the original time slot.

Early Consultation, Positive Communication and Mutual Respect

5. The appointee concerned should inform the D/U of her intention to continue breastfeeding after returning to work. An early discussion during pregnancy or before commencement of maternity leave will enable better preparation on both sides, i.e. the workplace to arrange for the most feasible/practicable pattern of the lactation breaks and for the appointee to practise breastmilk expression after child delivery on the said pattern before returning to work.

6. While proof of breastfeeding status is not required for providing lactation breaks, the appointee concerned should complete and submit the prescribed "Request Form for Lactation Breaks" to D/Us. The actual arrangement of the lactation breaks (the schedule and the extent) can be worked out between the appointee and her supervisor. The process requires positive communication, mutual respect and support in the workplace.

Enquiry

7. Enquiries relating to the provision of lactation breaks at the University can be referred to the central leave administrators in the Personnel Office. Professional advice on the implementation of breastfeeding friendly measures at workplace is available on the web of the Department of Health:

<http://www.fhs.gov.hk/english/breastfeeding/workplace.html>

THE CHINESE UNIVERSITY OF HONG KONG

Request Form for Lactation Breaks

(Soft copy of this form is available at the webpage of the Personnel Office)

Notes to Appointees

1. In its pledge to promote breastfeeding friendly workplace, the University is committed to provide lactation breaks to its breastfeeding appointees within the year of child delivery. The policy initiative and the "Breastfeeding Friendly Workplace Guidelines" were promulgated via the Personnel Circular No. 3/2015 issued on September 25, 2015 (<https://www2.per.cuhk.edu.hk/en-GB/>).
2. A female appointee who intends to have lactation breaks to facilitate continuous breastfeeding after returning to work should lodge a request to the Departments/Units ("D/U") as early as possible, preferably during pregnancy/before commencement of maternity leave, by completing and returning this Request Form.
3. The personal data provided on this Request Form will be used by D/U concerned and the University for considering requests for and the administration of time release for lactation breaks. The provision of personal data on this Form is a voluntary act. If sufficient information is not provided, the request may not be processed effectively. For enquires, including data access and corrections thereof, please contact the D/U concerned or the Personnel Officer, Benefits & Personnel Services, Personnel Office, The Chinese University of Hong Kong, Shatin, N.T. [Fax no. (852) 3942 0946].

To be Completed by the Appointee

Name: _____ Staff No.: _____ Tel.: _____

Post: _____ Department/Unit: _____

Proposed period for granting of lactation breaks: From _____ (DD/MM/YY) to _____ (DD/MM/YY)
(Normally within one year from the delivery of child)

The following pattern of lactation breaks is proposed upon consultation at the workplace: (please tick as appropriate)

- Two lactation breaks up to 30 minutes per session normally scheduled for _____ (time) and _____ (time) during the office hours, or
- Staggered work hours (please elaborate):

Undertaking: (please tick to acknowledge)

- I understand that the provision of lactation breaks is not part of my contractual terms of appointment at the University. In consideration of this extra provision, I undertake with my best endeavor to work out reasonably practicable pattern of lactation breaks at my workplace and be prepared for reasonable adjustment when necessary.

Date : _____

Signature: _____

Agreement by Appointee's supervisor (please tick to confirm agreement)

- The above proposed lactation break arrangement is agreeable.

Advice, if any:

Date : _____

Signature: _____
(Name in Block: _____)

Endorsement by the Head of Department/Unit (please tick to accept the request)

- Request for lactation break is endorsed.

Advice, if any:

Date : _____

Signature: _____
(Name in Block: _____)

香港中文大學

「母乳餵哺友善工作間指引」

1. 大學於 2015 年 7 月參加了由聯合國兒童基金會聯同食物及衛生局及衛生署舉辦的「母乳育嬰齊和應」運動，並簽署約章承諾為僱員提供一個母乳餵哺友善的環境。行政與計劃委員會於 2015 年 9 月 8 日會議通過大學母乳餵哺友善工作間的指引，落實推行有關措施。
2. 根據衛生署指引，母乳餵哺友善工作間一般會提供：(i) 具私隱和配有合適座椅及桌子的空間，(ii) 雪櫃用以存放母乳（茶水間的雪櫃便可）和 (iii) 容許僱員於分娩後一年內在其辦公時間有指定的授乳時段。
3. 大學已於崇基學院、善衡書院、聯合書院和龐萬倫學生中心各設一個哺乳室，以供授乳僱員使用。為免僱員花費工作時間往返哺乳室，大學鼓勵部門/單位儘量在工作間提供具私隱的空間作授乳用途，如會議室、多用途房間或在安靜的角落加設屏風或簾子並掛上告示牌等。在可行情況下，這些空間應備有座椅、桌子以及電插座。
4. 行政與計劃委員會於上述會議同時通過，餵哺母乳的僱員於分娩後一年內可在其工作時間內獲提供授乳時段。一般來說，僱員於長約 8 小時的工作天內可獲提供兩節授乳時段，每節約 30 分鐘。授乳時段的模式和長度，可因應個別僱員及其所屬部門/單位的運作靈活安排，以平衡僱員和工作間的需要。有關實施授乳時段的指引和表格，請參閱附件或瀏覽人事處網頁。
5. 為促進母乳餵哺友善工作間及順利落實授乳時段的安排，各方須抱著互相尊重和諒解的精神，積極溝通協商。大學促請部門/單位管理層與工作團隊接納和支持僱員希望在復工後繼續授乳的決定，而有關僱員亦應對部門/單位之支援表示感激，並儘量配合工作需要，提前與工作團隊溝通商議，制定相關的安排。

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香港中文大學

提供授乳時段的指引

適用範圍

1. 為了讓母乳餵哺與工作互相兼容，大學支持各部門/單位為正在餵哺母乳的僱員安排授乳時段。按本指引提供的授乳時段，將視作全職僱員工時的一部分，有關僱員不需要補回授乳時段的工作時間。非全職僱員按其工作時段及在部門/單位同意下，亦可靈活安排合適的授乳時段。

授乳時段模式

2. 授乳僱員在分娩（包括同一胎有多於一名嬰兒出生的情況）後一年內，可在合理可行的情況下獲安排授乳時段：

- i. 在 8 小時計算的工作天內有兩節授乳時段，每節約 30 分鐘；或
- ii. 彈性辦公時間，早上延遲 30 分鐘到達辦公室，午飯時間延長 30 分鐘，以便授乳僱員在上班前、午飯時或下班後（即每隔大約 4 小時）擠乳。

3. 授乳時段的安排以儘量減低對部門/單位運作及工作團隊造成影響為原則，不設額外時間用作往返工作地點和授乳地方。如果部門/單位已設有合適的空間和設施，授乳僱員應利用有關設施。

4. 在充分考慮僱員的個人情況、工作團隊的日常運作和部門/單位的工作要求後，部門/單位與僱員可以彈性協商制定授乳時段的安排。雖然大學鼓勵單位/部門和授乳僱員預先設定有關安排，但雙方應互相體諒，視乎實際情況，在需要時作靈活調動。

積極諮詢溝通和互相協調

5. 大學促請部門/單位管理層與工作團隊接納和支持僱員希望在復工後繼續授乳的決定，而有關僱員亦應對部門/單位之支援表示感激，在懷孕期間及分娩假期前儘早向部門/單位提出要求，以便雙方提早協商有關安排。預早規劃合適的授乳時段模式，既有助部門/單位及早作出相應的準備，亦可以讓僱員在分娩假期間重返工作崗位前，按相關授乳時段模式練習適應。

6. 大學不會要求僱員提供其授乳情況的證明，唯有關僱員需填妥「要求安排授乳時段」表格，以作通知，及記錄經與部門/單位商討後訂立的授乳時段模式。為促進母乳餵哺友善工作間及順利落實授乳時段的安排，雙方應抱著互相尊重和諒解的精神，積極溝通協商。

查詢

7. 如對大學提供授乳時段的指引有任何疑問，可致電人事處處理假期事務的人員查詢。有關母乳餵哺友善工作間的資訊，如《僱主指引－實施「母乳餵哺友善工作間」》和《僱員指引－母乳餵哺與工作相容》，可參考衛生署網頁：

http://www.fhs.gov.hk/tc_chi/breastfeeding/workplace.html

香港中文大學

「要求安排授乳時段」表格

(此表格可於人事處網頁下載)

僱員須知

1. 為配合大學母乳餵哺友善工作間之政策，授乳僱員在分娩後一年內在其辦公時間可有指定的授乳時段。母乳餵哺友善工作間相關指引和授乳時段安排之詳情，請參閱人事處通告 No. 3/2015 (有關通告已上載人事處網頁)。
2. 僱員如有意願在返回工作崗位後繼續餵哺母乳，請在懷孕期間及分娩假期前，主動儘早與主管溝通商討合適的授乳時段模式和工作安排，並填寫本表格，通知部門/單位。
3. 此表格上所填寫的資料將供有關單位及人事處用作處理授乳時段之要求。僱員可選擇是否提供表格上的資料。惟若資料不足，大學可能無法處理僱員的申請。填妥的表格需存放部門內作紀錄。如有查詢 (包括查閱或更改個人資料)，請聯絡有關單位或以書面向人事處 [電郵：per6@uab.cuhk.edu.hk 傳真：(852) 3942 0946]

由僱員填寫

姓名：_____ 員工編號：_____ 電話：_____

職位：_____ 學系/單位：_____

預計需要安排授乳時段的時期：從(年/月/日)_____ 至(年/月/日)_____

(授乳時段一般只適用於分娩後一年內的工作時間)

與部門 (主管和工作團隊) 協商後建議的授乳時段模式(請在適當方格內加✓)：

- 每天兩節約 30 分鐘的授乳時段安排在_____ (時間) 和_____ (時間)；或
- 彈性辦公時間 (請詳述，如上班時間延遲 30 分鐘、午飯時間延長 30 分鐘：_____)

(請在方格內加✓以確認)：

- 本人明白授乳時段不屬本人受聘於大學之條款。本人願意與部門協商安排合適的授乳時段，並承諾在有需要時配合作出靈活調動。

日期：_____

簽署：_____ (姓名：_____)

由申請人主管填寫 (請在適當方格內加✓)

- 本人同意申請人上述授乳時段模式。
- 其他意見，如適用：

日期：_____

簽署：_____ (姓名：_____)

由單位主管填寫 (請在適當方格內加✓)

- 本人批准申請人上述授乳時段模式。
- 其他意見，如適用：

日期：_____

簽署：_____ (姓名：_____)