

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Policy on “Breastfeeding Friendly Workplace”

1. The University recognises staff members’ choice to breastfeed, and supports staff members to continue breastfeeding upon returning to work after delivery.
2. As a caring employer, the University is committed to the provision of an appropriate and friendly environment for breastfeeding staff members so that breastfeeding is compatible with work.
3. Staff members should discuss with their Immediate Supervisor/Head as soon as possible about their wishes to continue breastfeeding after returning to work. An early discussion during pregnancy or before commencement of maternity leave will facilitate good preparation by both parties in a comfortable timeframe.
4. Immediate Supervisors/Heads should consider the practical situation and provide an appropriate and friendly environment including the measures below:
 - (a) Allowing paid lactation breaks for staff members to express breastmilk at least one year after childbirth, and adopting a flexible approach thereafter (please refer to the attached guidelines on provision of lactation break for details);
 - (b) Providing a space with privacy to express breastmilk. While the University offers staff members free access to on-campus facilities for breastmilk expression, Faculties/Schools/Offices are also encouraged to provide appropriate space which would allow privacy. In this regard, existing resources can be deployed flexibly, e.g. meeting or conference rooms. Facilities required would include a chair with back rest, a table and an electric socket for connecting breastmilk pumps; and
 - (c) Allowing some space in the office’s refrigerator for storing breastmilk.
5. Staff members who are co-workers of breastfeeding staff members are requested to respect the choice of breastfeeding staff members to continue breastfeeding after returning to work by adopting a supporting and accepting attitude.
6. Staff members who wish to access breastfeeding related information and professional advice can browse the resources provided by the Family Health Service of the Department of Health as below:
 - (a) An Employee’s Guide to Combining Breastfeeding with Work:
<http://www.fhs.gov.hk/english/breastfeeding/20038.html>
 - (b) Breastfeeding Information:
http://www.fhs.gov.hk/english/health_info/class_topic/ct_child_health/ch_breastfeeding.html
 - (c) Breastfeeding Audio-visual Resources:
<http://www.fhs.gov.hk/english/multimed/breastfeeding/index.html>
 - (d) Breastfeeding Hotline:
<http://www.fhs.gov.hk/english/breastfeeding/hotline.html>

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Guidelines on Provision of Lactation Breaks

Objectives

For the purpose of establishing a “Breastfeeding Friendly Workplace” and as part of our family-friendly human resources policies, the University will provide paid lactation breaks to cater for the need of eligible staff members who plan to continue breastfeeding upon returning to work.

Eligibility

Staff members will be provided with paid lactation breaks.

Lactation Breaks

1. Breastfeeding staff members will be provided with two up to 30-minute lactation breaks during normal work hours **within one year after child delivery**. The level of provision (which also applies to multiple births in one pregnancy) can be as follows:
 - a. Two breaks (each up to 30 minutes) of an eight-hour working day; or
 - b. One break (up to one hour) of an eight-hour working day; or
 - c. Flexible working hours allowing the breastfeeding staff members to report for duty 30 minutes later in the morning and/or granting an extra 30 minutes for lunch (i.e. an extended lunch hour of one and a half hours). Breastfeeding staff members will therefore be able to express breastmilk before they come to work, during lunch break and after work (i.e. at an interval of around four hours).
2. Lactation breaks will be counted as working hours (i.e. part of a working day) and with full pay. Breastfeeding staff members are not expected to replenish for the time used for breastmilk expression.
3. There is no separate provision of commuting time for lactation breaks. Both breastfeeding staff members and their Immediate Supervisor/Head should be committed to minimising the commuting time for the purpose. Unless otherwise agreed by Immediate Supervisors/Heads, breastfeeding staff members 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 staff member concerned, the work operation and arrangement among co-workers in the workplace. While a regular pattern of lactation breaks is encouraged, both Immediate Supervisors/Heads and breastfeeding staff members should be prepared for possible variation in the actual provision to best suit the situation, e.g. a staff member may have lactation break earlier or later in case she needs to attend an office meeting/activity at the original time slot.
5. Special consideration will be required if a staff member would like to extend the lactation break arrangements beyond one year after childbirth.

Application Procedures

1. Staff members should discuss with their Immediate Supervisor/Head as soon as possible about their wishes 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 Immediate Supervisor/Head to arrange for the most feasible/practicable pattern of the lactation breaks and for the staff member concerned to practice breastmilk expression after child delivery on the said pattern before returning to work.
2. Staff members should complete and submit the attached “Application for Lactation Breaks” to Immediate Supervisors/Heads. Approved applications should be sent to Dean’s Office, if applicable, and the Human Resources Office for follow-up. Proof of breastfeeding status is not required for providing lactation breaks.
3. Upon the application of staff members and subject to the arrangement being reasonably practicable, Immediate Supervisors/Heads should provide lactation breaks to breastfeeding staff members. The actual arrangement of the lactation breaks (the schedule and the extent) can be worked out between the staff member concerned and her Immediate Supervisor. The process requires positive communication, flexibility, mutual respect and support in the workplace.

Enquiry

Enquiries related to the provision of lactation breaks at the University can be referred to the Human Resources Office. Professional advice on the implementation of breastfeeding friendly measures in the workplace is available on the web of the Department of Health:

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

Human Resources Office
May 2023

Application for Lactation Breaks

Notes:

- 1) In its pledge to establish a "Breastfeeding Friendly Workplace", the University is committed to provide lactation breaks to its eligible staff members within one year after child delivery. This application form is to be completed by the applicant for the endorsement of the Immediate Supervisor/Head of Department/Office. Please refer to the relevant policy and guidelines before filling out this form.
- 2) Staff member who intends to have lactation breaks to facilitate continuous breastfeeding after returning to work should submit an application as early as possible, preferably during pregnancy/before commencement of maternity leave.
- 3) The information provided will be used by Immediate Supervisors/Heads of Departments/Offices and the University in consideration and administration of provision of lactation breaks. All approved applications should be sent to the Dean's Office, if applicable, and the Human Resources Office for record.

PART I APPLICATION INFORMATION (to be completed by Applicant)

Name (English) _____	Name (Chinese) _____
Post _____	Staff ID No. _____
Department/Office _____	Telephone No. _____
Expected/Actual* Date of Confinement _____	* Please delete as appropriate

Proposed period for provision of lactation breaks: From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)
(Normally within one year after child delivery)

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

- ☐ Two lactation breaks up to 30 minutes per session normally scheduled from _____ (time) and _____ (time) during the office hours; or
- ☐ One lactation break up to 1 hour normally scheduled from _____ (time); or
- ☐ Flexible working hours (please elaborate):

Use of lactation rooms: (please tick "✓" as appropriate)

- ☐ Yes ☐ No

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 provision, I undertake with my best endeavour to work out reasonably practicable pattern of lactation breaks in my workplace and shall be prepared for reasonable adjustment when necessary.

Signature of Applicant _____ Date _____

PART II ENDORSEMENT AND APPROVAL (to be completed by Approving Authority)

Endorsed by _____ Date _____
(_____)
Immediate Supervisor

Approved by _____ Date _____
(_____)
Head of Department/Office

Sample Signage and Door Hanger

Signage



Door Hanger



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Guidelines on the use of Lactation Rooms

1. Location, opening hours and accessibility:

Campus	Location	Opening Hours	Accessibility
Shaw Campus	Room DLB500A David C. Lam Building	Monday to Friday: 8:00 a.m. - 6:00 p.m.	By Staff Card
Ho Sin Hang Campus	Room RRS902B Sir Run Run Shaw Building	Monday to Friday: 8:00 a.m. - 6:00 p.m.	By Staff Card

2. The room is available to all eligible staff who require such facilities for breast feeding purposes.
3. Staff members are required to indicate the use of lactation rooms in the application form for lactation breaks. The accessibility of the rooms will be granted as per the request on the form accordingly.
4. Users may use the lactation rooms for up to two sessions (each up to 30 minutes) or one session (up to one hour) per day.
5. Users may book the lactation rooms through the “Venues and Facilities Booking System” via the university website (<https://cvfbs.hkbu.edu.hk/Booking/>) one month in advance.
6. For cancellation of a booking, notification must be made at least 24 hours in advance of the booked session through the Venues and Facilities Booking System.
7. As a courtesy to others, users are requested to keep the room clean and tidy.
8. Users are responsible for taking good care of the facilities in the lactation room and reinstating them to their original condition immediately after use. In case of any loss or damage, the responsible user is required to pay for the repair or replacement.
9. The reservation is not transferrable.
10. The Estates Office reserves the rights to cancel the bookings or close any facilities that are unsuitable for use.
11. For booking enquiry, please contact the Estates Office at 3411-5688 or send email to eo@hkbu.edu.hk.