

# A guide to breastfeeding in the workplace for staff

## Supporting breastfeeding mothers

Central Coast Local Health District (CCLHD) recognises the importance of breastfeeding for both mothers and babies and will support employees that wish to balance breastfeeding and work responsibilities.

PR2014\_009 Breastfeeding in the Workplace – Promoting, Protecting and Supporting applies to all CCLHD staff that currently are or intend to breastfeed their infant or child. This brochure supports implementation of this procedure.

If you are pregnant or on maternity leave and intend to return to work and continue to breastfeed, with some planning and support you can successfully combine breastfeeding and work.



## What are my entitlements?

- Employees may be granted up to a total of one hour as a paid lactation break during an eight hour working day. This can be taken as an hour-long break, or several shorter breaks. This time allowance includes travelling time for those who take a lactation break away from the work site.
- If an employee works more than 4 hours but less than an eight hour workday, lactation breaks may be accessed on a pro-rata basis.
- Access to a clean, hygienic and private area for the purpose of breastfeeding or expressing breastmilk.
- To request flexible work options when returning from maternity leave.

## What are my responsibilities?

- Discuss lactation break arrangements with your Manager, as early as possible.
- Provide your own expressing equipment and appropriate storage containers for expressed breastmilk. Clearly label these containers with name and date before placing them in the refrigerator.

Lactation breaks are for employees who need to breastfeed (go to the baby or have the baby brought into the workplace) or express breastmilk during work hours.

Flexible lactation breaks allowing breastmilk to be expressed periodically throughout the day, are important for the maintenance of milk supply and for a mothers physical comfort and wellbeing.

# How do I arrange to continue to breastfeed following return to work?

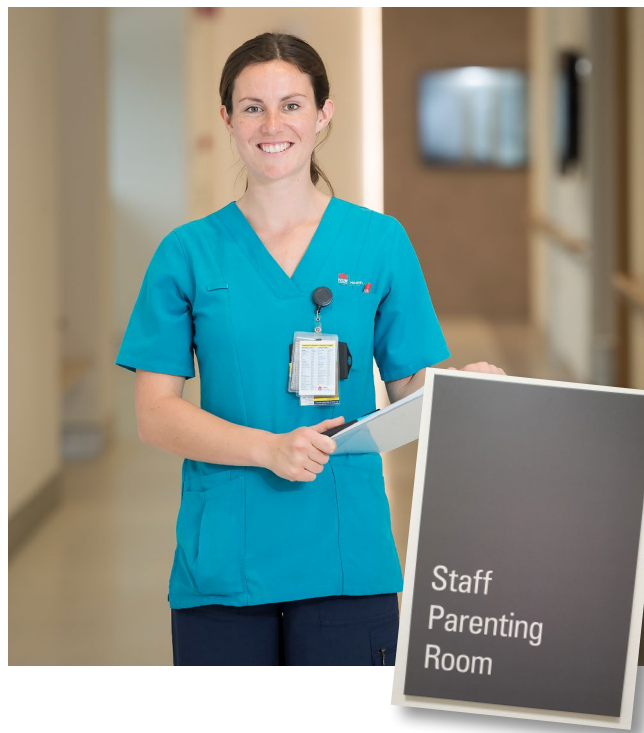
- Notify your Manager of your work-related breastfeeding intentions, preferably before you return to work. This will allow plenty of time to work together to locate a suitable facility to breastfeed or express breastmilk upon return.
- Take paid/unpaid maternity leave from work for as long as you are able.
- Talk to People and Culture about balancing your work and carers responsibilities.
- Discuss with your Manager the breastfeeding facilities available and your specific needs regarding lactation breaks.
- With your Manager, complete a written agreement before the first lactation break is taken.

## Strategies to help you balance work and breastfeeding could include:

- Talk to your Manager about working reduced/flexible hours.
- Have someone bring the baby to you when he/she needs a breastfeed.
- Use child care close to work so you can go there to breastfeed during your breaks.
- Express breastmilk while you are at work, and replace the missed breastfeeds with expressed milk.

## Facilities

CCLHD provides workplace facilities. These will vary for individual employees and workplace requirements. The rooms should provide you with a comfortable, private place to breastfeed or express breastmilk. Discuss suitable locations within your work area with your Manager.



## Child & Family Health breastfeeding support

Advice and support is available at breastfeeding drop-in sessions held at Central Coast community health centres. No appointments required.

For locations and times click [here](#) or scan the QR code.



### Further information

*Speak to your manager or call:*

#### **People and Culture**

02 4320 2522 (option 5)

#### **CCLHD Clinical Midwifery Consultant**

Lactation and Infant feeding  
4320 2686

#### **Australian Breastfeeding Association**

For support and advice about combining breastfeeding and work.

Helpline: 1800 686 268

[www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

