



GUIDELINES ON BREASTFEEDING

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1. Overview

UniSA strives to provide an environment which will assist staff to integrate work and life commitments.

UniSA recognises the importance of breastfeeding for both carers and baby and aims to provide a family friendly workplace that enables mothers to balance breastfeeding and their work responsibilities. As individual needs of mother, carer and baby will vary, UniSA offers flexible work arrangements that will meet the needs of staff and operational requirements. To provide a supportive environment for breastfeeding women, UniSA has gained accreditation from the Australian Breastfeeding Association as a Breastfeeding Friendly Workplace.

These guidelines should be read in conjunction with the Parental Leave Procedure as amended or replaced and the Parental Leave website located at: <http://www.unisa.edu.au/hrm/equity/parental-leave/default.asp>.

2. Objectives

The objectives of the guidelines are to provide staff and managers with guidelines in regards to breastfeeding in the workplace.

3. Guidelines

3.1 Lactation Breaks

A staff member who is breastfeeding shall be entitled to reasonable breaks in paid time for lactation purposes.

3.2 Multi access suites

Multi access suites provide a dignified, private and appropriate space that supports the needs of breastfeeding mothers. Suites are established in all metropolitan UniSA libraries with a modified version available at 101 Currie Street.

The suites are electronically controlled and require a swipe card to be accessed.

For entry to the multi access suites staff should complete the annual application form which can be found at:

- [the multi access suite website](#)
- each Campus Security office
- each campus Library
- Campus Central
- Learning Connection

The completed form should be forwarded to: HR Services, Human Resources Unit, 101 Currie Street, ADELAIDE SA 5000

For staff located at an office where no facilities are available, your manager will discuss your needs with you to find a solution.

3.3 Facilities

Refrigerator/freezer, a sink and storage facilities will be made available. Arrangements will be determined by the work location.

3.4 Support

Staff will be notified of breastfeeding facilities available at UniSA when booking maternity leave. The 'Information for Mothers Returning to work card' provided by the Breastfeeding Friendly Workplace Association is also available from HR Services.

The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available 24 hours per day for information and support. See: www.breastfeeding.asn.au for contact details.

4. Responsibilities and Authorities

Immediate Supervisor

The immediate supervisor is responsible for facilitating the management of lactation breaks in accordance with this guideline.

Staff Member

All staff are expected to manage lactation breaks in accordance with this guideline.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this guideline.

5. Cross References

- [Parental Leave Procedure](#)
- [Guidelines on the use of the Multi Access Suites](#)
- [Parental Leave Website](#)

6. Further Assistance

Management and staff may seek further advice about lactation breaks in the workplace from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area
- The Human Resources Unit
- [The Parental Leave Website](#)