

Policy for breastfeeding and expressing milk

Principles and Framework

Compliance with Legal Obligations (Minimum Framework)

The employer complies with all applicable legal obligations. This means that employees are provided with adequate opportunities during and after pregnancy to take rest breaks during working hours and to breastfeed or express milk during working hours. In addition, the employer provides sufficient and suitable facilities in the vicinity of the workplace to enable this, in accordance with the requirements set out in the applicable legal framework.

Good Employment Practices

Leiden University seeks to prevent additional workload and mitigate career disadvantages resulting from rest periods during pregnancy or from breastfeeding or expressing milk during working hours. This is considered part of good employment practices and an inclusive working environment.

Legal Framework

- Article 3.48 of the Working Conditions Decree (Arbobesluit): For pregnant employees and employees during lactation, a suitable, lockable, enclosed room must be available in which there is an opportunity, or can immediately be created, for taking rest. Such a room must contain a proper bed, whether foldable or not, or a suitable couch.
- Article 4.8 of the Working Hours Act (Arbeidstijdenwet): During the first nine months after childbirth, employees are entitled to breastfeed and/or express milk during working hours (up to 25% of working time per shift). The employer is required to provide a hygienic room that can be locked from the inside for breastfeeding or expressing milk.
- Article 4:5(2) of the Working Hours Act: Pregnant employees are entitled to interrupt their work with one or more breaks in addition to those referred to in Article 5:4 (regular statutory breaks) or breaks prescribed pursuant to Article 5:12 (additional or sector-specific break arrangements). These additional breaks may amount to a maximum of one-eighth of the employee's working time per shift. For the purposes of this Act and related regulations, these breaks are considered working time.

Leiden University Regulations on Special Leave

Article 5, paragraph 2: during the first nine months of a child's life, a female employee must be given the opportunity to breastfeed her child or to express milk. Such interruptions may take place as often and for as long as necessary, but together may amount to no more than one-quarter of the working time per shift. If this opportunity cannot be provided at or in the immediate vicinity of the workplace, extraordinary leave will be granted for this purpose unless compelling organisational interests prevent this. The amount of extraordinary leave granted must be reasonable in relation to the employee's working hours.

Definitions

- Rest break (during pregnancy and up to six months after childbirth): a (additional) period during working hours during which the (pregnant) employee does not perform work and has the opportunity to rest, for example by sitting or lying down. These rest breaks count as working time and may collectively amount to no more than one-eighth of the working time per shift.
- Breastfeeding: feeding a child directly at the breast, regardless of whether this takes place in the workplace or elsewhere (for example, at home or at a childcare facility).
- Breastfeeding session: a period during which the employee directly breastfeeds the child. The duration may vary depending on individual circumstances.
- Breastfeeding and lactation room: a designated, lockable room that meets hygiene, privacy and occupational health and safety requirements.
- Expressing milk: collecting breast milk using a manual or electric breast pump.
- Pumping session: a scheduled period allocated for expressing milk.

Roles and Responsibilities

- Facilities Departments/Location Management of faculties and organisational units: responsible for managing the facilities, identifying and where possible resolving issues, and escalating matters that cannot be resolved within their sphere of influence.
- Manager: assesses whether the employee requires additional rest periods during and after pregnancy. Holds an early discussion with the employee (preferably before the employee returns from leave), schedules or arranges structural breastfeeding or lactation time, monitors workload through adjustments to duties, discusses these

regularly with the employee, and actively seeks to prevent any potential career disadvantages.

- Central HR policy department: responsible for providing information about this policy to employees and managers.
- Faculty and unit HR advisers: support managers in making tailored arrangements under this policy.
- Employee: notifies the manager as early as possible of the intention to use rest periods during and after pregnancy and/or time for breastfeeding or expressing milk; makes reservations through the designated booking system; uses and maintains the room appropriately; and reports defects or issues. The employee regularly discusses workload and duties with the manager in relation to the need for rest during and after pregnancy and breastfeeding and/or expressing milk, with a view to preventing excessive workload.
- UFB (University Services Department): coordinates improvement measures as part of the annual Occupational Health, Safety & Environment Report.

Scope

This policy applies to all pregnant employees and employees up to six months after childbirth who require rest periods, as well as all employees who breastfeed and/or express milk after the birth of a child.

Where additional or exceptional circumstances apply, the organisational units in which those circumstances arise shall provide appropriate tailored solutions. In consultation with the employee, the manager and, where necessary, the occupational health physician, the adjustments or facilities required shall be determined based on the employee's work situation and personal circumstances, and whether such measures are necessary and reasonable.

Requirements for Rest, Breastfeeding and Lactation Rooms:

- Lockable from the inside.
- Provide privacy (no visibility from outside).
- Sufficiently quiet and secluded.
- Equipped with a chair and a resting couch or (folding) bed.
- A work surface or table available.
- Hygienic.

- Free from hazardous substances.
- Equipped with climate control and/or adequate fresh air ventilation.
- A nearby refrigerator specifically designated for breast milk storage.
- A nearby facility for cleaning pumping equipment properly.
- Not used for other purposes such as a prayer room or first aid room.
- The unit clearly indicates where comments or issues regarding the room can be reported.
- If no room is available at the employee's work location, a room must be available at another Leiden University location within 250 metres.
- In the event of temporary over-occupancy of a rest, breastfeeding or lactation room, an alternative room, such as a first aid room, may be used on an incidental basis. This is not considered a structural solution. Where over-occupancy is structural, an additional rest, breastfeeding and lactation room shall be established.

Organisation of Time and Work

- Time is structurally allocated within the workload of employees who express milk or breastfeed. This may amount to a maximum of 25% of the employee's working time during the first nine months after childbirth. Time is also structurally allocated within the workload of pregnant employees who require additional rest. During pregnancy and up to six months after childbirth, employees are entitled to additional breaks amounting to a maximum of one-eighth of their daily working time. The manager is responsible for arranging an adjusted workload. This may include, for example, a structural reduction in duties, fewer meetings and/or realistic deadlines.
- Alignment between manager and employee takes place at least every four weeks (where appropriate, these discussions may be held as GROW interim interviews).
- Travel time required for breastfeeding a child counts as paid working time, provided that this, together with the breastfeeding time itself, remains within the statutory maximum of 25% of working time.
- For teaching duties, breastfeeding and/or pumping sessions are scheduled wherever possible before teaching timetables are finalized. Consideration is given to the distance between teaching facilities and the breastfeeding and/or lactation room.
- Leiden University seeks to prevent additional workload and mitigate career disadvantages resulting from rest periods during pregnancy or from breastfeeding or expressing milk during working hours. Faculty and unit boards are responsible for

implementing and embedding this policy, facilitating its application within their organisational units and monitoring its effectiveness in practice.

Monitoring and Compliance

- Occupancy levels and improvement measures are reviewed as part of the annual Occupational Health, Safety & Environment Report prepared by each faculty and unit.
- Leiden University informs employees about their rights to rest breaks, breastfeeding and expressing milk, and the facilities available through the staff website and through individual communication following a request for pregnancy and maternity leave.
- Leiden University informs managers about employees' rights to rest breaks, breastfeeding and expressing milk, and the available facilities through the staff website and through individual communication following an employee's request for pregnancy and maternity leave.
- Faculty Services / Faculty and Unit Location Management monitor room occupancy.