**Time Off for Breastfeeding**

1. The purpose of this policy is to enable staff members who are nursing mothers to breastfeed their infants upon returning to work, until the infant reaches two years of age.

**Applicability**

1. The policy applies to all staff members governed by the UN Staff Regulations and Staff Rules who are nursing mothers.

**Conditions**

1. In cases where nursing mothers bring their infant(s) to work, they may take time off to breastfeed whenever the infant demands. However, for security and workplace health and safety considerations, staff members are responsible for ensuring that their infants are not present in the office on a full-time continuous basis.

1. Staff members who are nursing mothers may leave the office up to two times a day to breastfeed their infant(s) or express milk outside the workplace. The maximum duration of absence for such purposes is:

* 1. Two hours away from the office (including travel time) when the infant is one year old or younger; or
	2. One hour away from the office (including travel time) when the infant is between one and two years of age.
1. If a nursing mother has more than one breastfeeding infant, the maximum duration for leaving the office as specified above may be increased by up to 30 minutes for each additional infant.

1. If a staff member exceeds the allotted time off, they must make up the difference.

**Breastfeeding while on duty travel**

1. UNDP pays a lump sum to help cover the travel costs for breastfeeding infants who are under two years of age and who accompany their mothers on official duty travel. The lump sum per infant is equivalent to:
2. 10 percent of the cost of the staff member’s ticket; plus
3. 10 percent of the staff member’s Daily Subsistence Allowance.
4. No lump sum is paid for a babysitter or when a staff member travels to a non-family duty station.
5. The lump sum is charged to the same funding source covering the travel costs for the staff member and requested with the travel request.