



Guidelines and Procedures for supporting staff who are breastfeeding May 2025

Under the provisions of law in Ireland and [Trinity's Maternity Leave Policy](#), this document sets out arrangements for facilitating breastfeeding employees of Trinity College.

The legal context

If you are working in Trinity and breastfeeding your baby, you are entitled to take time off work each day to breastfeed. This applies to all women (or birthing parents) in employment who have given birth within the previous 2 years (104 weeks). This right to time off work is set out under Section 9 of the Maternity Protection (Amendment) Act 2004, as amended by the Work Life Balance and Miscellaneous Provisions Act 2023.

A Trinity employee is entitled under Section 9 of the 2004 Act to a breastfeeding/lactation break of one hour (with pay) per normal eight hour working day for up to two years after birth. This time may be taken as:

- One 60 minute break
- Two 30 minute breaks
- Three 20 minute breaks

This paid time is in addition to meal or rest breaks. Part-time workers are also entitled to breastfeeding breaks, these are calculated on a pro-rata basis. Note that breastfeeding breaks cannot be accumulated.

Responsibilities

Employee

- As an employee who wishes to exercise their right to breastfeed in employment, you must notify your line manager (in writing) of your intention to breastfeed at work in Trinity. This is important to plan for your return to work and to comply with aspects of the law.
- You are responsible for the care and safe storage of your breastmilk and all the equipment necessary for expressing your milk.

Employer (Line Manager)

- It is the Line Manager's responsibility to ensure that the breastfeeding employee is supported in how you communicate and in how you enable breastfeeding breaks and that all relevant staff are informed of the legal right to breastfeeding breaks.



- It is the Line Manager's responsibility to assist with compliance with the relevant legislation and to respond to the request for breastfeeding breaks within two weeks of receiving it.
- The Line Manager should identify the nearest Trinity breastfeeding location to the employee's place of work as part of a plan for their return to work.
- Any breastfeeding employee returning to work is also supported through Health and Safety legislation. Regulations require that an employer must assess the workplace for risks to pregnant workers, and those who have recently given birth or who are breastfeeding. If a risk is established, the employer must put in place measures to remove the risk. If it is not possible for the employer to do this, the employee must be granted suitable alternative work. If the employee cannot be granted suitable alternative work, then they must be granted Health and Safety Leave.

Procedures

There are spaces in designated locations across College for breastfeeding and expressing for more information see here: [Trinity Breastfeeding Rooms](#).

You may choose to use these rooms or, you can breastfeed anywhere on campus.

These spaces are used by staff, students and visitors to College. If you are not satisfied with condition of, or facilities within these spaces, please notify your manager and Estates and Facilities [Trinity E&F Premises Services](#)

The breastfeeding employee is required to:

1. Make a formal written request to your line manager for the purpose of expressing breast milk/breastfeeding using the Form on page 3.
2. Agree with your line manager at local level details such as times, location for breastfeeding breaks.
3. Take responsibility for the labelling and storage of breast milk and responsibility for the care and maintenance of their own equipment (e.g. breast pump).
4. Let your Line Manager know when you stop breastfeeding, as soon as is possible, in writing.

Trinity Human Resources are required to:

- Inform all staff of the legal availability of agreed breastfeeding breaks for the breastfeeding employee and the Trinity's supports for breastfeeding.

The Line Manager is required to:

- Agree management of breastfeeding breaks with the breastfeeding employee.



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

For more information and supports

[Breastfeeding - Healthy Trinity - Trinity College Dublin](#)

[TCD Maternity Policy](#)

<https://www.citizensinformation.ie/en/birth-family-relationships/after-your-baby-is-born/breastfeeding/>



Form - Notification of request for breastfeeding breaks

EMPLOYEE DETAILS:

Name	
Staff ID	
Department	
Infant's date of birth	

I confirm that I will be/am breastfeeding and I intend taking breastfeeding breaks from date:	
The arrangements I request are:	
Please provide any further relevant details on the arrangements you are planning:	

DECLARATION

I declare that the information given above is true and complete. I confirm that when I cease to require these arrangements I will notify my Line Manager in writing.

Signature of Employee

Date:

Signature of Line Manager

Date: