



URDANETA CITY UNIVERSITY UPHOLDS GENDER EQUALITY THROUGH MATERNITY AND PATERNITY LEAVE POLICY

Demonstrating its steadfast commitment to **Sustainable Development Goal 5 (SDG 5): Achieve Gender Equality and Empower All Women and Girls**, Urdaneta City University (UCU) continues to strengthen its policies that promote inclusivity, equality, and family welfare. Through the full implementation of its **Maternity and Paternity Leave Policy**, UCU ensures that all faculty and staff—both women and men—enjoy equal opportunities to care for their families without fear of discrimination or professional disadvantage.

Anchored on the provisions of **Republic Act No. 11210**, also known as the 105-Day Expanded Maternity Leave Law, and **Republic Act No. 8187**, the Paternity Leave Act of 1996, UCU guarantees that its employees receive the benefits and protection they are entitled to under the law. The university, through its **Human Capital Management Office (HCMO)**, actively guides employees in availing of these benefits and ensures that every member of the UCU community is well-informed about their rights as working parents.

The Human Capital Management Office, headed by Dr. Joey Barroga, emphasizes that supporting families is an essential part of achieving gender equality. UCU's maternity and paternity leave policy upholds legal standards while strengthening the university's commitment to a compassionate and equitable work environment that respects the needs of both mothers and fathers.

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Under **RA 11210**, female employees of UCU are entitled to **105 days of maternity leave with full pay**, with the option to extend for an additional 60 days without pay in cases of medical complications. The law also allows mothers to transfer a portion of their leave to the father should they choose to return to work earlier. Meanwhile, **RA 8187** provides male employees **seven days of paid paternity leave**, ensuring that fathers can support their partners and be present during the birth or recovery period.

Beyond compliance with these laws, UCU's Maternity and Paternity Leave Policy serves as a concrete expression of the university's dedication to creating a **family-friendly, discrimination-free campus**. The policy safeguards the employment security of returning parents, supports flexible work arrangements, and encourages shared caregiving responsibilities—empowering both women and men to participate equally in family and professional life.

By supporting its employees through life's most important milestones, the university helps build a stronger, more motivated, and more inclusive community. Through this initiative, **Urdaneta City University** reaffirms its leadership in advancing **SDG 5** within the higher education sector. By ensuring that its campus is **free from gender-based discrimination** and that all employees are treated with fairness and dignity, UCU continues to promote a culture of equality, care, and respect—empowering every individual to thrive both at work and at home.

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Policy on Maternity and Paternity Leave to Support Women's and Men's Participation

Purpose

In alignment with **Sustainable Development Goal 5 (Gender Equality)**, Urdaneta City University (UCU) upholds its commitment to promoting **equal participation of women and men** in family and professional life. This **Maternity and Paternity Leave Policy** reflects UCU's dedication to advancing **gender equality, shared caregiving responsibilities, and work-life balance**, ensuring that both women and men are empowered to fulfill their roles as caregivers without compromising their professional growth.

Scope

This policy applies to all eligible **regular and casual faculty and administrative staff members** of UCU.

Policy Statement

UCU recognizes that supporting parenthood is a vital step toward achieving gender equality. By providing equitable access to maternity and paternity leave, the university fosters an environment where both women and men can **actively participate in family care, maintain career progression, and enjoy a balanced, inclusive workplace**. This policy aligns with UCU's broader commitment to **SDG 5**, ensuring that no employee is disadvantaged due to family responsibilities.

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Guiding Principles

1. Maternity Leave

- Eligible female employees are entitled to **paid maternity leave** as provided by labor laws and the UCU Faculty and Administrative Manual.
- Leave may begin upon confirmation of pregnancy, with coordination to ensure minimal disruption of duties.
- Additional unpaid leave may be granted for recovery or childcare support, subject to approval.
- UCU guarantees **job security and continued benefits** for employees returning from maternity leave.

2. Paternity Leave

- Eligible male employees are entitled to **paternity leave with pay**, as stipulated in university guidelines.
- Leave may be taken during or immediately after childbirth to **encourage fathers' active involvement** in childcare.
- UCU supports flexible or additional unpaid leave for paternity when requested, promoting shared caregiving.

3. Adoption and Foster Care Leave

- UCU extends parental leave benefits to employees who adopt or foster children, ensuring equal treatment for non-biological parents.
- Such leave follows the same provisions as biological parental leave, allowing adoptive parents to bond and nurture family connections.

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Application Process

- Employees must notify their department head and the Office of Human Resources in writing of their intent to take maternity, paternity, or adoption leave.
- A notice of at least one month is recommended to facilitate planning, though exceptions will be made for emergencies.
- Upon return, employees must inform HR of their resumption date or any need for flexible arrangements.

Accountability

The **Office of Human Resources** oversees the implementation and monitoring of this policy, ensuring compliance with UCU's Faculty and Administrative Manual and labor laws.

Review and Updates

This policy will be **regularly reviewed** to ensure its alignment with evolving labor standards and the needs of UCU employees, while maintaining consistency with the university's gender equality commitments.

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