

THE AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES

MATERNITY LEAVE
AND
PATERNITY LEAVE
FOR EMPLOYEES AND STAFF/TRAINEES (GLOBAL)

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The policy owner in Human Resources is required to keep this policy updated. It will normally be reviewed by Human Resources 3 years after issuance, or earlier if so required by the University.

Approved By: 
Navroz Surani
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1. POLICY STATEMENT

- 1.1. AKU will permit paid maternity leave to eligible female employees and staff trainees on board. This maternity leave period will be at least equivalent to the legal requirements of the countries where it operates.
- 1.2. AKU will permit paid maternity leave to eligible female employees for sixteen (16) consecutive weeks.
- 1.3. A female employee having given birth to a child, will also be eligible to apply for parental leave for up to three (03) months in continuation of the maternity leave. This form of part-time work arrangement facilitates the employee to gradually return to full-time work responsibilities.
- 1.4. AKU will also permit paid paternity leave of ten (10) working days to eligible male employees and staff trainees to provide their registered spouses the required support to care for the newly born/adopted child.
- 1.5. If the entitlement or provisions of the policy prescribed by AKU are beyond that of the legal requirement of the country, the policy of the AKU providing a higher entitlement will prevail, and vice versa, i.e., if the legal requirement of the country is more than that prescribed by AKU, the legal requirement of the respective countries will prevail.

2. PURPOSE

- 2.1. AKU recognizes the importance of facilitating female employees and staff trainees who are in a family way to avail leave for childbirth and care of the newborn, and for facilitating her return to regular full-time work responsibilities. This Policy provides the required framework for facilitating eligible female employees for this.
- 2.2. AKU also recognises the need to facilitate eligible male employees and staff trainees to support their wives during childbirth and subsequently for the care of the newly born /adopted child by their physical presence, and hence, has introduced **paternity leave** for male employees and staff trainees as stated herein.

3. SCOPE

- 3.1. All full-time employees and staff trainees, who have been in employment with Aga Khan University (all campuses) and who have completed a probationary period at the University are eligible for paid maternity leave and paternity leave benefits, subject to policy provisions noted herein.
 - 3.1.1.
 - i. If maternity leave is required while the employee is on probation, the leave will be permitted, but this will be treated as leave without pay. On resuming regular full-time employment, the concerned employee must complete the probation period successfully. On receipt of the letter of confirmation from HR, the employee can apply for the required salary payment for the period of maternity leave availed which was earlier treated as leave without pay.
 - ii. However, if the employee is not confirmed in service, and employment is concluded, or if the employee resigns before confirmation of service, this leave period will remain a period of leave without pay.
 - 3.1.2. Male employees will not be eligible for paternity leave while on probation. If leave is required, they may be permitted leave for a specified number of days, but this will be leave without pay, and will be subject to the Department's work exigencies.

- 3.2. This policy for maternity and paternity leave will not apply to medical interns, PGME trainees, and any other trainees under a specific training program managed by concerned regulatory bodies. Maternity and paternity leave for these trainees are specified by respective regulatory bodies.

4. DEFINITIONS

- 4.1. Stillborn: A baby who dies after 28 weeks of pregnancy, but before or during birth, is classified as a stillbirth.
- 4.2. Miscarriage: Miscarriage is the sudden loss of a pregnancy before the 20th week's gestation.
- 4.3. Premature: A premature birth means a baby is born too early. The birth takes place before the 37th week of pregnancy. A typical pregnancy lasts about 40 weeks.
- 4.4. Abortion: Abortion is the removal of pregnancy tissue, products of conception, or the fetus and placenta (afterbirth) from the uterus.
- 4.5. Antenatal: It is the period from conception to before birth.

5. MATERNITY LEAVE

- 5.1. Paid maternity leave will be granted for sixteen (16) consecutive weeks. The starting time for commencement of maternity leave may differ by legislation in respective countries where the University operates, but if there is no legal requirement maternity leave should normally commence 4 weeks before the expected date of delivery and continue till 12 weeks after the delivery.
- 5.2. If leave is required at any time before the expected date of delivery for medical reasons, an employee should apply for leave to the Department Head stating reasons for the same. The request should be submitted to the Department Head as soon as the employee is informed of this by her doctor along with a medical certificate from the attending obstetrician at AKUH.
- 5.2.1. This leave will be treated as sick leave, subject to the availability of leave balance. If there is no sick leave balance or if the balance is inadequate, the leave will be treated as annual leave. If there is no annual leave balance or if the balance is insufficient, it will be treated as leave without pay.
- 5.2.2. If leave is required on completion of the maternity leave period on account of medical reasons of the mother or child, a similar approach as stated in **5.2** and **5.2.1** above will be taken.
- 5.3. A female employee availing paid maternity leave is eligible to avail a salary advance for this leave period as per provisions of the Policy for Salary Advance.

6. TIME OFF FOR ANTENATAL CARE

- 6.1. All female employees who are expecting a baby will be facilitated to have time off from work to attend appointments to receive antenatal care.

7. PATERNITY LEAVE

- 7.1. All eligible male employees and staff trainees are entitled to up to ten (10) working days of paternity leave for each child born which can be availed for a period of up to five (05) working days at any one time with required approvals. This leave will be applicable for the period up to three (03) months

following the birth/adoption of the child.

7.2. This paternity leave is in addition to the employee's annual leave entitlement.

7.3. This leave cannot be carried forward beyond the 3 months stipulated above nor is it cashable.

8. PREMATURE BIRTH PROVISION

8.1. In case of pre-mature birth, a female employee shall be entitled to the regular sixteen (16) consecutive weeks of paid leave effective from the date of pre-mature delivery of the child.

8.2. The eligibility for paternity leave will remain as stated in Section 7.0 of this policy.

9. ADOPTION LEAVE

9.1. In case an employee adopts a baby, he or she will be eligible for 75% of the maternity and paternity leave entitlement respectively, i.e., twelve (12) weeks of maternity leave for female employees of which at least 10 weeks should preferably be after the adoption and eight (08) days of paternity leave for male employees.

9.2. In such cases, concerned employees are required to submit to HR a copy of the legal documents confirming the adoption.

10. PARENTAL LEAVE/GRADUAL RETURN TO WORK

10.1 Full-time female employees may be permitted parental leave in the form of special part-time work arrangements for a maximum period of three (03) continuous months at management discretion, depending on departmental work exigencies. The employee's application will be duly considered by Department Head/Chair.

10.2 A female employee on maternity leave may apply for parental leave for up to 3 months in continuation of the maternity leave, as per provisions outlined herein.

10.3 Parental leave will be granted to facilitate female employees to adjust to the demands of a newly born child and make the necessary arrangements for returning to full-time work.

10.4 The conditions for parental leave are stated below:

10.4.1 Parental leave will be in the form of a part-time work schedule, whereby the employees will work as per a predetermined weekly schedule, approved by the Department Head.

10.4.2 The employees will be required to work at least 50% of their full-time weekly hours during the period of parental leave. It is recommended that the employee should increase the work hours during parental leave to have a smoother transition to full-time work.

10.4.3 During the period of parental leave, the Department Head will monitor the employees' performance/attendance and will provide them with the required support to adjust back to work life.

10.4.4 Employees' salary for the period of parental leave will be pro-rated according to their part-time work schedule i.e., the number of hours committed to work.

- 10.4.5 Employees' full-time employment status will be maintained during this period. Accordingly, benefits accruing to the employees, as well as their seniority will continue. Parental leave can be charged to the employees' annual leave if the balance is available. Accordingly, employees will be paid full salary during this period.
- 10.4.6 One month before the end of parental leave, the employees must inform their department head about their plans concerning the continuation of employment i.e., resuming full-time duty.
- 10.4.7 In case an employee opts to resign during parental leave, they will be required to serve the applicable notice period as per work timings applicable for the period of notice. If the employee opts to resign after parental leave, they will need to serve the applicable notice period as required during full-time employment, as per the standard provisions for resignation from full-time employment, including payment of salary in case of shortfall in the notice period.
- 10.4.8 If an employee is working in shifts, she may apply to the Department Head to be permitted a fixed shift during parental leave or for a part of the period.
- 10.4.9 Parental leave will be permissible in the case of employees adopting a child.
- 10.4.10 Parental leave is a privilege being permitted to eligible female employees to facilitate them to resume full-time work responsibilities. However, this is subject to the Department's work exigencies and is subject to approval by the Department Head/Chair. Department Heads/Chairs are advised to facilitate employees applying for parental leave for their work schedules as far as possible.

11. OBSERVATIONS AND LIMITATIONS

- 11.1. Maternity and paternity leave is not cashable and cannot be accumulated.
- 11.2. In case of the birth of a stillborn baby, leave will be granted for a subsequent period of six (06) weeks of paid maternity leave to facilitate the individual to overcome the trauma of loss.
- 11.3. In case of a miscarriage, there will be three (03) weeks of paid maternity leave. Annual leaves and sick leaves can be subjoined/applied for in case of medical condition.
- 11.4. AKU supports breastfeeding and will provide nursing mothers facility for the same during regular work hours, as far as possible, remaining within applicable HR policies.
- 11.5. Annual leave can be subjoined with maternity leave in case of a medical condition.

12. COMPLIANCE AND ACCESS TO THE POLICY

- 12.1. Human Resources, supervisors, and department heads are responsible for ensuring that all faculty, staff, and trainees are informed about the policy and are aware of how to access it when needed.
- 12.2. Supervisors, department heads, and entity heads are responsible for orienting their employees and trainees on the procedure for applying for parental leave, maternity leave or paternity leave.
- 12.3. The maternity and paternity leave policy is accessible One AKU (Human Resource Policy and Procedures Manual)

13. LIST OF ANNEXURES

- 13.1. Annexure 1: Procedure to apply for Maternity Leave
- 13.2. Annexure 2: Procedure to apply for Paternity Leave
- 13.3. Annexure 3: Procedure to apply for Parental Leave
- 13.4. Annexure 4: Duty Resumption Report

14.0 RELATED POLICIES

14.1. The policy for maternity leave and paternity leave should be read in conjunction with its Annexures and the following HR policies:

- i. Policy for Annual Leave (Policy # HR/LV-01)
- ii. Policy for Sick Leave (Policy # HR/LV-02)
- iii. Policy for Salary Advance (Policy # HR/BN-09)

Annexure 1.0: Procedure to Apply for Maternity Leave


- 1.1 A female employee should inform her department head within a fortnight of having confirmed that she is in a family way and the expected date of delivery and should agree on the required leave plan for maternity leave, to enable the Department head to make the required arrangements to cover her job responsibilities.
- 1.2 An online leave request should be submitted to the supervisor or department head two (02) months before the first day from which leave is required.
- 1.3 Once the online leave is approved by the immediate supervisor or department head, HR will process it in line with the policy. The employee will be eligible to apply for advance salary when proceeding on maternity leave.
- 1.4 Employees are required to submit a completed **Duty Resumption Report** to their supervisor or department head within three (03) days of resuming the duty.

Annexure 2.0: Procedure to Apply for Paternity Leave

- 2.1. Eligible male employees wishing to avail paternity leave are required to apply for paternity leave online to their supervisor or Department Head, at least three (03) weeks in advance of the first day from which leave is required.
- 2.2. Once the online leave is approved by the immediate supervisor or department head, HR will process it in line with the policy.

Annexure 3.0: Procedure to apply for Parental Leave

- 3.1. Employees are required to apply for parental leave online to their supervisor/ department head/, at least 4-6 weeks in advance of the first day from which leave is required.
- 3.2. If parental leave is permitted, the employee and Supervisor/Department Head should agree to a work plan/timings for the period of this parental leave. This should be agreed upon/finalized by the Department Head within 2 weeks of receipt of the application from the employee.
 - 3.2.1 If the Department Head is unable to permit parental leave, he/she should accordingly inform the employee of the same within 2 weeks of receiving the application. A copy of this communication should be marked to the Entity Head and Business Partner in HR for information.
- 3.3. Once the leave is approved by the supervisor/ department/ service line chief, HR will process the leave in accordance with the policy.
- 3.4. On resumption of full-time duty, employees will submit a completed **Duty Resumption Report** to HR for updating of records and payroll purposes.

Approved By: 
Navroz Surani
Vice President
Human Resources

Annexure 4: Duty Resumption Report

The Aga Khan University Duty Resumption Report

Name _____	Employee No. _____
Position Title _____	Department _____
Approved Leave*/ Absent Without Leave: From _____ To _____	
*Expected date of return: _____ Actual date of duty resumption _____	
_____ Date	_____ Signature of Employee
Remarks (if any) _____	
_____ Date	_____ Approved by Department Head
To be completed by the Human Resources	
Expected date of return: _____ Actual date of duty resumption _____	
Remarks / Action _____	

_____ Date	_____ Authorized Signature
To be completed by the Finance	
Remarks / Action _____	

_____ Date	_____ Authorized Signature
* Duty Resumption Report to be completed by those employees who resume duty from unpaid leave/maternity leave or any type of extended leave.	