



## THE AGA KHAN UNIVERSITY

### **MEMORANDUM**

**To:** University Wide

**From:** Navroz Surani, Vice President, Human Resources

**CC:** Dr Sulaiman Shahabuddin, President & Vice Chancellor  
Dr Tania Bubela, Provost and Vice President, Academic  
Ms Shagufta Hassan, Vice President Finance and Chief Financial Officer

**Date:** August 27, 2024

**Subject:** **Updated Maternity Leave and Paternity Leave Policy**

---

Dear All,

We are pleased to announce the updated policy for Maternity and Paternity Leave. The updated policy is designed to provide further support to our valued staff and faculty during this significant life event. This updated policy reflects AKU's continued commitment to fostering a supportive and inclusive workplace. The policy provides:

- i. An **enhanced entitlement of 16 weeks paid maternity leave** for female employees/staff trainees, and,
- ii. **The introduction of the paid Paternity Leave Policy** for male employees/staff trainees.

This policy is applicable at all campuses of the Aga Khan University.

Key highlights of the updated Policy are:

- i. **Enhanced Paid Maternity Leave Duration:** The duration of the maternity leave has been extended to **sixteen (16) weeks** (presently 12 weeks), providing an extended time for our employees to bond with and care for their newborns (may not always be the first child).
- ii. The updated policy also includes provisions to facilitate pre-mature birth deliveries and other maternity related matters to provide additional support during the said period.
- iii. **Paid Paternity Leave:** This leave is newly introduced and is intended to facilitate **eligible** male employees/staff trainees to actively participate in the care and bonding of their newborn child during the initial days. All eligible male employees are entitled to up to **ten (10) working days of paternity leave** which can be requested for up to five (05) working days at a stretch, over three (03) months following the birth of the child.
- iv. **Gradual Return-to-Work Options:** Recognizing the importance of a smooth transition back to work, the Parental leave policy for part-time work arrangements for up to 3 months continues to be offered.

We understand that welcoming a new member to the family is a momentous occasion, and we want to ensure that our employees have the necessary support to navigate this journey seamlessly.

Please note that the updated policy for Maternity Leave and the newly introduced Paternity Leave applies to all staff effective August 27, 2024. However, those who are presently on maternity leave are not eligible for the enhanced entitlement. Likewise, Paternity Leave will only be applicable on male employees/staff trainees if the child birth is after August 27, 2024.

For detailed information on the new Maternity and Paternity Leave Policy, please refer to the Global Policies on One AKU. In case of any queries please feel free to contact HR Business Partner for your department or email at [hr.queries@aku.edu](mailto:hr.queries@aku.edu). We look forward to your continued support for compliance with HR Policies at AKU.

We believe that these changes will contribute to a more positive and supportive work environment for everyone. Thank you for your dedication to The Aga Khan University, and we look forward to continuing to grow together.

With best regards.