

# **The University of Faisalabad**

## **Maternity Leave Policy**

### **Introduction:**

Maternity leave policy is provisions for women employees who are expecting a child and/or require time to care and bond with their newborn. The University offers at benefits mandated by law and this policy is merely complementary to the existing legal guidelines.

### **Scope:**

This policy applies to all eligible female employees of the University.

### **Policy elements:**

Maternity Leave is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy, childbirth and child care.

All female employees are entitled to maternity leave after a certain time of service specified by the law. In general, eligibility of an employee will be assessed according to legislative guidelines. It falls to the University's discretion to grant paid maternity leave or unpaid maternity leave for an employee deemed legally ineligible.

### **Notification:**

Employees should give notice, no later than the 15<sup>th</sup> week before the baby is expected. If for any reason they wish to change the start date of the leave period, they should give 28 days' notice of the change, unless this is not reasonably practicable.

### **How much time do employees get for maternity leave?**

- Maternity leave may be availed by a female employee with no balance in leave account with pay, to the extent of ninety days from the date of its commencement or forty five days from the date of her confinement whichever is earlier.
- A female employee can avail maternity leave in continuation of or in combination with any other leave except casual leave as may be due or admissible.
- Maternity leave with pay can be availed by a female employee only twice in her whole service in the University.
- Employees who apply for paternity leave and meet the University criteria will receive up to two weeks leave at full pay.

### **Confirmation of leave:**

On receipt of the paternity application form, the Human Resources Department will write to the member of staff confirming that leave has been granted.