

Parental Leave Policy (Maternity/Paternity)

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Amendment History

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Responsible Unit:	People and Organizational Development Department
Responsible Officer:	Mohamed Eid – Mohamed Samy

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INTRODUCTION TO THE PARENTAL LEAVE POLICY

Introduction

The University is committed to helping working parents balance the needs of work and family life through a number of family-friendly policies aimed at supporting staff to achieve work/life balance and meet demands faced when caring for dependents e.g. part-time working and paternity leave.

The Policy is abiding with the minimum standards and provisions of the Egyptian labour law.

Purpose

The purpose of this policy is to foster a supportive environment for MSA staff and their families and to provide an opportunity for our staff to integrate the development of a career with family responsibilities.

Scope

This policy and its related procedures apply to all MSA University full-time staff who are expecting a child and/or require time to care for and bond with their newborn.

Definitions

Parental leave

Parental leave allows both mothers and fathers to take time off following the birth of a child.

Maternity leave

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

Paternity leave

A period of absence from work granted to a father after or shortly before the birth of his child.

PARENTAL POLICIES

Maternity Leave

The University endorses the right of its Female staff to establish families while keeping their careers and is prepared to support and allow expecting/new mothers enough time to recover before and after childbirth and care for their children.

The University will offer at least the minimum benefits mandated by the Egyptian labor law and this policy is merely complementary to the existing legal guidelines.

- All female staff are entitled to maternity leave of 120 days after spending 10 months of employment, based on their social insurance records, as specified by the Egyptian Labor law.
- The first four months are fully paid of her social insurance salary to be received at the social insurance office, in addition to one month and a half (1.5 months) of their salary paid by the university and offered for Females staff upon returning to work.
- A female worker shall not work during the 45 days after delivery as per the Egyptian Labor law.
- This leave is not provided more than three times throughout her service period.
- Pregnant employees are entitled to a daily one-hour reduction in working hours starting from the sixth month of pregnancy without affecting salary.
- A female employee has the right to **take unpaid leave** for up to two years to care for her child, up to three times during her employment, provided she has worked for at least one year at MSA University, and there is a two-year gap between the first and second leave.
- **Nursing Hour:** The University grants Nursing Mothers one hour paid leave permission daily for nursing, for up to two years (24 consecutive months) after the child's birth, according to the Egyptian labor law

Paternity Leave

- MSA University recognizes the importance of supporting new fathers through paternity leave. MSA provides three paid working days of parental leave for fathers starting after childbirth, up to three times during their employment. Staff members should provide the birth certificate to the Personnel team to process the leave

MATERNITY PROCEDURES

Pre-delivery Procedures

- The expectant mother must give a formal notice to her immediate line-manager of her pregnancy.
- Maternity leave will start on whichever date is earliest:
 - The employee's chosen start date
 - The day after the employee gives birth, in the case of a Premature Birth.
- Prior to the expected delivery date, the employee must submit her maternity leave request through the system.
- The expectant mother must complete and submit the Maternity Leave form indicating her due date and the date she intends to commence maternity leave.
- The expectant mother should pass the completed form to her line-manager who is responsible for checking it and, where appropriate, adding comments, before sending it to the Personnel department.
- On receipt of the form, the Personnel team will write to the staff member, confirming details, including the date when her maternity leave will end and the date the employee is expected to return to work.

Post-delivery Procedures

- Following childbirth, the employee should upload the birth certificate to the request for review and approval by the University Doctor, after which the direct manager must also approve the request.
- Upon returning to work, the employee will receive an allowance equivalent to one and a half months of her basic salary as a welcome-back gift.
- The employee must sign all required forms and documents related to resuming her duties.
- The employee will receive a cheque from the Social Insurance Office covering the official maternity leave payment.

General Provisions

- An employee may bring forward, or postpone, her maternity leave start date providing she does so in writing, giving at least 28 days' notice of the new date or as soon as is reasonably practicable. Notification should be sent to her line-manager, copied to the Personnel department.
- If the baby is born before the intended start of maternity leave, the Personnel department should be advised in writing of the baby's date of birth.
- The employee or someone acting on her behalf should do this; arrangements will then be made for maternity leave and pay to start from the day after the birth.

- The staff member and her line-manager are encouraged to maintain reasonable contact during maternity leave to make the return to work easier. It is recommended that the frequency and method of contact during maternity leave be discussed in advance of maternity leave starting. Line-managers must ensure that employees are kept informed about changes at work, particularly if any of the changes will directly affect the individual's job or career development.
- The staff member must confirm a return-to-work date by completing the return-to-work form and submit it to the Personnel department. This should be done at the earliest opportunity and normally at least 8 weeks before the planned date of return.

RESPONSIBILITIES

The Expectant Employee

The expectant mother must adhere to the following:

- The expectant mother must give a formal notice to her immediate line manager and the Human Resources team of her pregnancy as soon as possible.
- It is recommended that the expectant mother and her line manager meet to plan arrangements and to discuss any potential issues anticipated, or arising, due to the pregnancy and agree on ways of keeping in touch (any arrangement should exclude any compulsory maternity leave).
- Not to exceed the duration of leave, if she has health issues and would like to extend her paid leave, she can submit a sick leave request with a medical certificate.

Line-managers

Every line manager must adhere to the following:

- Compliance with the aforementioned policy and ensuring that his/her team is aware of it.
- Check the Maternity Leave Form and, where appropriate, add comments, and submit it to the Human Resources team, once received from the employee.
- Shortly before maternity leave begins, an expectant employee's manager should discuss a handover and arrangements for keeping in touch during maternity leave.
- Maintain reasonable contact during maternity leave.
- Arranging Maternity Cover, consider options for covering work during maternity leave, and contact the Human Resources team for assistance if required.
- If he/she knows of or witnesses any incident that violates or potentially violates this policy, he/she is required to immediately, report it to MSA University Human Resources team.

- Line managers must be supportive for the maternity leave and provide coverage for the increased workload on the rest of the team members.

Human Resources

The University Human Resources Office is mainly responsible for:

- Completing the required documents for the maternity/ paternity leave.
- On receipt of the Maternity Leave Form, the Human Resources team will confirm the date when the maternity leave will end and the date the employee is expected to return to work.
- Adjusting the start date of maternity leave if applicable.
- Keeping Documentation related to the leave.
- Ensuring that all University staff are adequately oriented or aware of their responsibilities under this policy during the induction program.
- Meeting and advising the pregnant member of staff on the application of the policy and guidance and adhering to employment law.
- Providing the line manager with guidance and advice on the application of the policy.
- Regularly reviewing the policy and procedures to ensure the fair and smooth application for MSA staff.