

MSA University Paternity Policy

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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 MATERNITY 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.

The Policy is abiding with the minimum standards and provisions of the Egyptian Labor Law.

Purpose

The purpose of this policy is to foster a supportive environment for MSA male 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 male staff who are expecting a child and require time to care for and bond with their newborn.

Definitions

Paternity leave: A period of authorized paid absence from work granted to a father immediately following the birth of his child to support his family and bond with the newborn.

PATERNITY POLICIES

Paternity Leave Entitlements

MSA University recognizes the importance of supporting new fathers through paternity leave.

- **Duration:** MSA provides **three (3) paid working days** of paternity leave for fathers.
- **Timing:** The leave must be taken starting immediately after childbirth.
- **Frequency Cap:** This benefit is available up to **three times** throughout the father's total duration of employment at the university.

PATERNITY PROCEDURES

- **Notification:** The expectant father must formally notify his direct line-manager of the pregnancy and the anticipated delivery date as early as reasonable.
- **Request Submission:** Prior to or immediately upon childbirth, the employee must submit a Paternity Leave request through the university system.
- **Verification:** Upon returning to work, the staff member must provide a copy of the official newborn birth certificate to the Personnel/HR team to formally validate and process the paid leave.
- **Resuming Duties:** The employee must sign any required internal documents to record the completion of the leave and resumption of normal duties.

RESPONSIBILITIES

Expectant Father

The expectant Father must adhere to the following:

- Inform the immediate line-manager and the Human Resources team of the impending birth as soon as practical to allow for temporary workload planning.
- Timely upload or submit the official birth certificate to the Personnel team to finalize the tracking of the paid leave.
- Ensure that the duration of the leave does not exceed the designated three paid working days without prior authorization or submission of a separate leave type (e.g., annual leave).

Line-Managers

The Line-manager must adhere to the following:

- Ensure compliance with the Paternity Leave Policy and maintain awareness of the benefit within the team.
- Review and approve the Paternity Leave request in the system once submitted by the employee.
- Support the employee during his brief absence by arranging temporary work coverage among other team members.
- Immediately report any policy violations or administrative discrepancies to the Human Resources team.

Human Resources

The University Human Resources Office is mainly responsible for:

- Review and complete the necessary system tracking and processing for paternity leave requests.
- Verify the submitted birth certificate and ensure the leave details match the employee's internal records.
- Maintain accurate documentation and history of the employee's utilized paternity leaves against the lifelong maximum of three times.
- Orient new and existing staff regarding their paternity entitlements during standard induction programs.
- Regularly review the policy to ensure alignment with organizational goals and applicable legal mandates.