

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

Version	Date	Author(s)	Notes	Revision(s)	Approval(s)
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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 90 days after spending 10 months employment at MSA University as specified by the Egyptian Labor law (Article 91).
- The first three 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 (Article 91).
- This leave is not provided more than twice throughout her service period.
- **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 (Article 93).
- **Unpaid Leave for Childcare:** Upon request, a female staff is entitled to leave without pay for a maximum of 3 months to take care of her child.

Paternity Leave

MSA University believes that the Paternity leave is indeed important for both the child and the mother. The presence of the father is translated into physical and emotional support to the mother and it encourages the child-parent bond, which is the essence of the safety and security of a baby.

Paternity leave is not stipulated by the Egyptian labour-law. However, MSA will provide three paid parental leave days after childbirth.

MATERNITY AND PATERNITY PROCEDURES

Maternity Leave Procedures

1. The expectant mother must give a formal notice to her immediate line manager of her pregnancy.
2. Maternity leave will start on whichever date is earliest:
 - a. The employee's chosen start date
 - b. The day after the employee gives birth, in the case of a Premature Birth
3. The expectant mother must complete and submit the Maternity Leave form indicating her due date and the date she intends to commence maternity leave.
4. The expectant mother should pass the completed form to her line manager who is responsible for checking it and, where appropriate, add comments, before sending it to the Human Resources team.
5. On receipt of the form, the Human Resources team will write to the employee, confirming details, including the date when her maternity leave will end and the date the employee is expected to return to work.
6. The expectant mother must present a medical child birth certificate indicating the exact date of birth.
7. Changing the start date of maternity leave:
 - a. 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, and copied to the Human Resources team.
 - b. If the baby is born before the intended start of maternity leave, the Human Resources team should be advised in writing of the baby's date of birth.
 - c. 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.
8. The employee 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.
9. The employee must confirm a return-to-work date by completing the return-to-work form and submitting it to the Human Resources team. This should be done at the earliest opportunity and normally at least 8 weeks before the planned date of return.
10. A mother preserves all her rights and benefits upon return to workplace from maternity leave.

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.