



PATERNITY AND MATERNITY POLICY

- a. Maternity Leave shall be granted to legally married female and male staff/faculty.
- b. A female staff/faculty shall have twelve weeks (after delivery) maternity leave with half pay (50% of monthly gross salary). However, the annual leave slot for the beneficiary shall be regarded as part of her maternity leave. In a situation where the annual leave had been observed prior to the maternity leave, it would be taken that part of the maternity leave equivalent to the annual leave shall be without pay.
- c. Maternity leave eligibility for female staff/faculty is on the basis of being in continuous service of the University for a period of at least twelve months.
- d. A female staff/faculty on temporary employment may be eligible for a twelve week-maternity leave, but without pay.
- e. The female maternity leave period shall be counted in a stretch without breaks, from the date the Director, Health Services advises as the date of confinement.
- f. Upon resumption of duty after the maternity leave, a nursing mother shall be entitled to an hour off duty daily for six months only, from the delivery date of the child.
- g. For the male staff/faculty, the leave window can be exploited for paternity leave but not more than a week may be approved, which is the limit-period for annual leave per faculty/staff.