



DEPARTMENT OF HR

MATERNITY LEAVE POLICY

For All Teaching and Non-Teaching Staff.

- This policy ensures that all female employees are granted adequate maternity leave and workplace support to protect their health and that of their child, in compliance with *The West Pakistan Maternity Benefit Ordinance, 1958* and other applicable labor laws.
- Applicable to **all female teaching and non-teaching staff**, whether permanent, contractual, or on probation, across all departments of the college.
- Any female employee who has served a **minimum of 4 months continuously** before the expected date of delivery is eligible.
- Employees on probation may be granted maternity leave, but their probation may be extended to complete required service time.

Duration of Maternity Leave.

- Entitlement: **90 days of fully paid leave.**
- Can be taken **up to 45 days before** and **45 days after** delivery, subject to medical advice.
- Additional unpaid or earned leave may be requested with departmental approval.

Pay and Benefits.

- **Full basic salary** will be paid during maternity leave.
- All benefits (medical, seniority, annual increments) will continue uninterrupted.
- Maternity leave shall **not be deducted** from casual or annual leave entitlements.

Job Security and Resumption.

- No employee shall face termination, demotion, or discrimination due to pregnancy or maternity leave.
- Upon return, the employee shall resume her **same or equivalent position** with full rights and privileges.
- If medically required, an extension (paid/unpaid) may be considered on HR recommendation.

Health and Safety Provisions.

- Pregnant staff shall be exempted from:
 - ❖ Night shifts or emergency duties
 - ❖ Heavy physical or prolonged standing tasks
 - ❖ Exposure to hazardous substances or radiation (in labs/clinics)
- The institution shall provide a **safe and supportive environment** including access to rest areas and on-campus medical consultation.

Post-Maternity Support.

- Upon return to duty:
 - ❖ Two 30-minute breastfeeding breaks per working day for up to six months after childbirth.
 - ❖ Option for flexible or reduced working hours (with HOD and HR approval).
- The college will aim to maintain a **mother-friendly workplace**, including designated lactation areas where feasible.

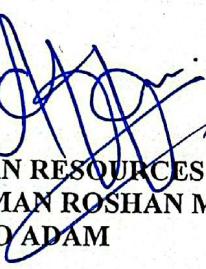
Confidentiality.

All medical and personal information regarding maternity shall be treated as **strictly confidential** and handled only by authorized HR staff.

Compliance.

This policy complies with:

- *The West Pakistan Maternity Benefit Ordinance, 1958*
- *Standing Orders Ordinance, 1968*
- *Labour Laws applicable to Private Educational Institutions in Pakistan.*


HUMAN RESOURCES (HR)
SULEMAN ROSHAN MEDICAL COLLEGE
TANDO ADAM



PATERNITY LEAVE POLICY

For All Teaching and Non-Teaching Staff.

- The purpose of this policy is to recognize the importance of a father's role during the birth or adoption of a child and to provide male employees with adequate time to support their spouse and family. This policy promotes a family-friendly work environment and work-life balance among staff.
- This policy applies to all male teaching and non-teaching employees (permanent, contractual, and probationary) of the institution.
- All male employees who have completed at least six (6) months of continuous service before the expected date of childbirth are eligible.
- The policy applies in cases of biological birth or legal adoption of a child (below one year of age).
- Employees must submit a written application to HR at least two weeks before the expected delivery/adoption date, where possible.

Duration of Paternity Leave.

- Eligible employees are entitled to 7 consecutive days of paid paternity leave.
- Leave can be availed within 30 days before or after the birth/adoption of the child.
- Paternity leave cannot be split into multiple intervals.
- Employees may request additional unpaid or annual leave with prior approval from the Head of Department and HR.

Pay and Benefits.

- During paternity leave, the employee will receive full basic pay as per his regular monthly salary.
- All benefits and seniority will continue uninterrupted.
- Paternity leave shall not be deducted from casual or annual leave entitlements.

Application and Approval Process.

1. The employee must apply for paternity leave through the official HR Leave Application Form.
2. The application should be supported by relevant documents (e.g., medical certificate, expected delivery date, or birth certificate after return).
3. Approval must be obtained from the Head of Department (HOD) and HR Department prior to availing the leave.

Job Security and Return to Work.

- The employee's position, pay, and benefits shall remain protected during the leave period.
- On return, he will resume his original duties without any loss of privileges or seniority.

Equal Opportunity and Non-Discrimination.

- All eligible male employees shall have equal access to paternity leave.
- No discrimination shall be made based on employment type, grade, or department.

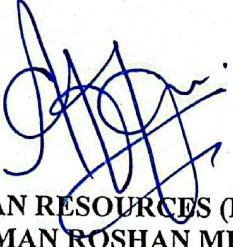
Confidentiality.

- All personal and medical details shared with HR shall be treated as strictly confidential.

Compliance.

This policy aligns with the principles of:

- *Labour Laws of Pakistan (Private Sector Practices)*
- *Standing Orders Ordinance, 1968*
- The institution's commitment to employee welfare and family support.



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