



WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH. Website: www.wuajk.edu.pk

MATERNITY AND PATERNITY LEAVE POLICY

1. Contents of the Government Bill

- i. Whereas it is expedient to provide for the facility of maternity and paternity leave to the employees of public and private establishments under the administrative control of the Federal Government and for the matters connected therewith. This Act will be called the Maternity and Paternity Leave Act, 2020.
- ii. Definitions. - In this Act, unless there is anything repugnant in the subject or context,
 - "child" for the purposes of this Act, means a child in the womb of a pregnant employee or wife of the male employee and includes a stillborn;
 - a) "employee" means any natural person who has for pay, wages or other benefits entered into, or works under apprenticeship on a regular basis without limit of the period with an employer whether by way of manual labor, clerical work, or otherwise
 - b) "establishment" means any ministry, division, attached department, subordinate office, executive department, public or private organization, firm, corporation, autonomous or semi-autonomous body, body corporate, enterprise, company, industry, factory, or such other office or institution, by whatever name called for and under the administrative control of the Federal Government.
 - c) Right to maternity leave. - (1) Maternity leave shall, in a prescribed manner, be granted on full pay outside the leave account to a female employee on her option to for ninety days on the date of commencement thereof.
 - d) Such maternity leave may not be granted more than three times in the entire service of a female employee except when such leave is granted within her leave account due and admissible to her or as an extraordinary leave without pay.

2. Scope

This policy applies to all university employees.

3. Policy Guidelines

MATERNITY LEAVE

- a) Subject to approval by the competent Authority, Maternity leave may be granted on full pay, outside the leave account, to a female employee of Women University of Azad Jammu and Kashmir (WUAJ&K) Bagh. It can be up to ninety days from its commencement (as specified in the application for leave) or forty-five days from the date of her confinement, whichever is earlier.
- b) Such leave may not be granted more than three times in the entire service of a female University employee.
- c) The WUAJ&K employee must take leave from her normal leave account for confinements beyond the third one.
- d) Maternity leave may not be granted in continuation of, or in combination with, any other kind of leave except earned leave as may be due and admissible to a female University employee
- e) While availing of maternity leave, women shall not be allowed to participate in any official activities.
- f) A daycare center shall be made available to facilitate female employees being new mothers for their infants through requisite staff during working hours to remain focused and productive for the institution.

PATERNITY LEAVE

- a) A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding one week outside his leave account from the date of its commencement.
- b) Such leaves shall be admissible only thrice during the entire service.

4. Report on Violation

Every WUAJK community member has an implicit duty to report any incident that suggests a possible violation of WUAJ&K policy to the appropriate authorities in good faith and without fear.

5. Revision of Policy

Revisions to these policies will be made as and when necessary.