



**IAU**  
INTERNATIONAL AGRICULTURE UNIVERSITY



In partnership with  
**Royal  
Agricultural  
University**

## INTERNATIONAL AGRICULTURE UNIVERSITY

### Maternity & Paternity Policy

**Prepared by: Muhammad Umar Aslam**

**Agreed with: Executive Board**

**Approved by: Dr.Munira Aminova**

**Date: 18.01.2023**

#### **1) The Purpose**

##### 1.1. Introduction

International Agriculture University (IAU) is committed to creating an inclusive and supportive work environment that promotes work-life balance for all employees. Our Paternity and Maternity Policy is designed to support expectant and new parents in their journey towards parenthood and to ensure that our employees can balance their personal and professional responsibilities.

##### 1.2. Scope

This policy applies to all employees of International Agriculture University, including full-time, part-time, and temporary staff members.

#### **2) The Policy**

##### **2.1. Maternity Leave**

###### 2.1.1 Eligibility

All female employees are eligible for maternity leave regardless of their length of service. The maternity leave can be availed during pregnancy and after childbirth.

###### 2.1.2 Maternity Leave Duration

Employees are entitled to 16 weeks of paid maternity leave, which can be extended for up to 26 weeks in total through unpaid leave, if needed.

###### 2.1.3 Maternity Leave Benefits



**IAU**  
INTERNATIONAL AGRICULTURE UNIVERSITY



In partnership with

Royal  
Agricultural  
University

During the paid maternity leave, the employee will receive their full salary, and all employment benefits, including healthcare coverage, will continue as usual.

#### 2.1.4 Notice

Employees must provide written notice to their supervisor and Human Resources at least 8 weeks before their expected date of childbirth.

## **2.2. Paternity Leave**

### 2.2.1 Eligibility

All male employees and same-sex partners are eligible for paternity leave.

### 2.2.2 Paternity Leave Duration

Employees are entitled to 4 weeks of paid paternity leave.

### 2.2.3 Paternity Leave Benefits

During the paid paternity leave, the employee will receive their full salary, and all employment benefits, including healthcare coverage, will continue as usual.

### 2.2.4 Notice

Employees must provide written notice to their supervisor and Human Resources at least 4 weeks before the expected date of childbirth.

## **2.3 Adoption Leave**

### 2.3.1 Eligibility

Employees who adopt a child are eligible for adoption leave.

### 2.3.2 Adoption Leave Duration

Employees are entitled to 12 weeks of paid adoption leave.

### 2.3.3 Adoption Leave Benefits

During the paid adoption leave, the employee will receive their full salary, and all employment benefits, including healthcare coverage, will continue as usual.

### 2.3.4 Notice



**IAU**  
INTERNATIONAL AGRICULTURE UNIVERSITY



In partnership with  
**Royal  
Agricultural  
University**

Employees must provide written notice to their supervisor and Human Resources at least 4 weeks before the child's placement.

## **2.4. Return to Work**

### **2.4.1 Flexible Return**

We encourage new parents to discuss flexible working arrangements with their supervisors to ease their transition back to work, such as part-time work, flexible hours, or remote work, if suitable.

### **2.4.2 Lactation Facilities**

IAU provides lactation rooms for nursing mothers to express breast milk in a comfortable and private environment.

### **2.4.3 Support and Counseling**

IAU offers access to counseling and support services to help employees manage the challenges that may arise during their transition into parenthood.

## **3) Implementation**

### **3.1 Responsibilities of the university**

International Agriculture University is responsible for:

3.1.1. Providing adequate notice of this policy to all employees and ensuring that it is readily accessible.

3.1.2. Training supervisors and managers on how to support employees during maternity and paternity leaves, and how to manage workload adjustments.

3.1.3. Regularly updating the policy to comply with evolving laws and best practices.

3.1.4. Ensuring that any information related to an employee's maternity or paternity leave is kept confidential and not used in any discriminatory manner.

3.1.5. IAU may explore options for providing childcare assistance or subsidies for employees who require such support to ensure the smooth transition back to work.

3.1.6. IAU will organize and provide parental workshops and resources to help employees navigate the challenges of parenthood, including managing work-life balance and addressing parenting-related concerns.



**IAU**  
INTERNATIONAL AGRICULTURE UNIVERSITY



In partnership with

Royal  
Agricultural  
University

3.1.7. In case of an employee's absence due to maternity or paternity leave, IAU will designate temporary replacements or provide support in the form of interim workload distribution to ensure essential tasks are not compromised.

3.1.8. In the event of any dispute or disagreement related to maternity or paternity leave, a fair and transparent dispute resolution process will be in place to address employee concerns and complaints.

3.1.9. IAU will encourage cross-training among team members to ensure that employees are well-prepared to cover for their colleagues during their absence, promoting team cohesion and minimizing disruptions.

3.1.10. For academic staff, the university will support flexible arrangements for research projects and teaching assignments during maternity or paternity leave, allowing for adjustments in workload and deadlines.

3.1.11. IAU is committed to maintaining the utmost confidentiality concerning an employee's maternity or paternity leave, ensuring that this information is disclosed only to authorized personnel for administrative purposes.

#### **4) Grievances**

If employees have any concerns or issues related to this policy, they can reach out to Human Resources for assistance and resolution.

#### **5) Review**

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant labor laws and regulations.