

25<sup>th</sup> September 2021

**Human Resource**

## **Paternity Leave Policy**

### **Purpose:**

The purpose of this paternity policy is to offer time off for new parents so that they can take care of and create bond with a new-born or a newly adopted child. This policy may change time to time to reflect existing legislation or university's practice.

### **Policy statement:**

Shoolini University endorses the rights of its employees to become parents, regardless of gender and seeks to sustain a strong track record as a diverse, fair and flexible employer that attracts and retain the high caliber talent and support the career progression of the university's diverse community during the employment.

**Principle:** Interests of Employee & University are inseparable

### **Eligibility:**

Eligible employees include the father of the new- born or adopted child – first two children only.

### **Paternity Leave Period:**

All eligible employees in Shoolini University, no matter how long they have been working, are entitled to take paternity leave for a period of 5 days. The paternity leave must be taken as one continuous period of 5 days, at any time during the 26-week period commencing on the date of birth or placement in the case of adoption.

**Payment:** Paternity leave is paid leave.

### **Notification:**

Written notification of the employee's intention to take paternity leave must be received by HR at least 4 weeks before the commencement of the leave period and a copy of notification must be received by the reporting manager. All notification should be addressed to [hrhelpdesk@shooliniuniversity.com](mailto:hrhelpdesk@shooliniuniversity.com)

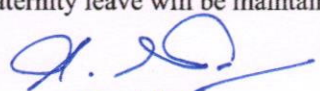
### **Confirmation of Leave:**

On receipt of the paternity application form, the HR office will write to the member of staff confirming that leave has been granted.

### **Time off for antenatal appointment:**

Employees who are expected fathers may take 3 hours off during the working hours on up to two occasions to accompany their pregnant partner to antenatal appointment.

**Benefit during the Leave:** during the leave the contract of appointment continues in force. Continuity of service is maintained and any standard incremental progression taking place during the paternity leave will be maintained.

  
**Registrar**  
Shoolini University of Biotechnology  
& Management Sciences  
Solna (H.P.)



~~25th September 2021~~

18-10-2021

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### NOTIFICATION

The Board of Management vide item No.5 of its 50<sup>th</sup> meeting held on 05-10-2021 has been pleased to approve the following policies for the welfare of the employees of the University:-

- 1) Policy for Day Care Facility
- 2) Paternity Leave Policy
- 3) Policy for Working Mothers.

A copy of the same as approved by the Board of Management is attached.



REGISTRAR

Endst No.SUBMS/21-

Dated: 18-10-2021

Copy for information and necessary action forwarded to:

- 1) All the Deans and Directors of Shoolini University
- 2) All the Heads of the Schools, Shoolini University
- 3) Secy to Vice Chancellor, SUBMS, Bajhol for the information of the latter.
- 4) Guard File



REGISTRAR

