

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 newborn 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.