

25th 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

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.