

Policy subject: Support for Women's Participation (Maternity and Paternity) Policy	Policy number: 23/P.D/2024	Date of last revision: 2024/11/15
Implementing body: Administrative Affairs Department	Implementing start date: 2024/11/20	Policy reference: Planning and Development Department

1. Overview:

Palestine Ahliya University is committed to supporting students and employees with family responsibilities. The Support for Women's Participation (Maternity and Paternity) Policy ensures both women and men have the resources and flexibility to balance family life with academic or professional duties, promoting gender equality, work-life balance, and family support.

2. Objectives:

- Promote gender equality and equal access to maternity and paternity leave.
- Support parental leave without academic or professional penalties.
- Facilitate reentry into academic and work life after leave.
- Encourage family well-being and retention of students and staff.

3. Scope:

This policy applies to all employees (full-time, part-time, faculty, staff) and students (undergraduate and graduate) of Palestine Ahliya University, as well as family members requiring assistance.

4. Statements:

- **Commitment to Equality:** Both male and female employees and students are entitled to parental leave, ensuring equal treatment for maternity and paternity needs.
- **Maternity Leave:** Female employees and students receive maternity leave with no academic or professional penalties.
- **Paternity Leave:** Male employees and students are entitled to paternity leave to support their partners and newborns.
- **Support for Returnees:** Flexible schedules and academic adjustments are available for those returning from parental leave.

5. Procedures:

1. Maternity Leave:

- **Eligibility:** Female employees and students are eligible.
- **Notification:** Inform departments in advance for proper planning.
- **Support:** Maintain status and financial support (if applicable).
- **Return:** Flexible hours, remote work, or adjusted deadlines available.

2. Paternity Leave:

- **Eligibility:** Male employees and students are eligible.
- **Notification:** Inform departments in advance.
- **Support:** No academic or professional penalties.
- **Return:** Flexible work/study schedules available upon return.

3. Flexible Study/Work Arrangements:

- **Flexible Scheduling:** Requests for adjusted hours, remote work, or classes.
- **Academic Extensions:** Extensions for assignments, exams, etc., to accommodate parental leave.
- **Temporary Adjustments:** Case-by-case adjustments for work or academic duties.

4. Supporting Well-Being:

- **Counseling and Support:** Mental health and parenting support services available.
- **Breastfeeding Facilities:** Designated spaces for breastfeeding and pumping.
- **Adoption and Surrogacy Leave:** The policy covers parental leave for adoption or surrogacy.

Key Performance Indicators (KPIs):

1.	Number of Female Staff Utilizing Maternity Leave
2.	Number of Male Staff Utilizing Paternity Leave
3.	Number of Employees Utilizing Flexible Work Options