



Title: Maternity and Paternity Policy

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Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of University policies

1. Purpose

The purpose of this policy is to set out Gulf University’s commitment to protect Women’s rights embracing the principle of complementary equality between Bahraini men and women, including rights to education, employment, health, economic participation, and more.

2. Scope

This policy applies to all staff members (both Administrative and Academic) at Gulf University. The policy is in line with Bahraini labor laws and seeks to create a family-friendly workplace that respects and supports parental responsibilities.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HR	Human Resources

4. Definitions

Women Empowerment: It promotes women’s self-worth, their capacity to make their own decisions, and their right to have an impact on societal change for both themselves and others.

Maternity: It refers to the period during pregnancy and shortly after childbirth, encompassing the state of being a mother. It often involves aspects related to maternal care, health, and support provided to a mother before and after she gives birth. In the context of employment, maternity can refer to maternity leave, which is time off work granted to a mother before and after the birth of her child, ensuring her well-being and that of her newborn.

Paternity: It refers to the state of being a father, especially in relation to legal recognition of fatherhood. It involves responsibilities, rights, and the relationship between a father and his child. In employment contexts, paternity often relates to paternity leave—a period of time a father is allowed to take off work to care for and bond with his newborn child, supporting both the child and the mother.

5. Policy Statement

5.1 Maternity Leave

- **Eligibility:** All female employees who have completed the required length of service as stipulated by Bahraini labor laws are eligible for maternity leave.

- **Duration of Leave:** Eligible employees are entitled to fully paid maternity leave, in accordance with Bahraini labor regulations, which includes a designated period before and after childbirth.
- **Extended Leave:** Employees may request additional unpaid maternity leave, subject to approval, if they require more time for recovery or childcare beyond the statutory period.
- **Job Protection:** Employees on maternity leave are guaranteed the right to return to their same or a comparable position without a reduction in pay or benefits.

5.2 Paternity Leave

All male employees who have completed the required length of service are eligible for paternity leave upon the birth of their child as per the law.

5.3 Gulf University is committed to provide additional family-related benefits, such as flexible work arrangements or part-time options, to assist employees in managing work-life responsibilities.

5.4 The university commits to offer healthcare services to support employees during the parenting period.

6. Procedures

- 6.1 Employees shall provide written notice of their intention to take maternity or paternity leave, including the expected dates, as early as possible to facilitate planning and coverage.
- 6.2 HR department shall promptly investigate any reported allegations of harassment, discrimination, or related issues.
- 6.3 All employees are expected to fully cooperate with the investigation and uphold strict confidentiality.
- 6.4 After the investigation, HR department shall result in a comprehensive report with recommendations. Once the investigation is concluded, the employee who initially reported the incident shall be informed of the outcome.

7. Responsibilities

Academic and Administrative Staff members are responsible for:

- following this policy appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members are fully informed of this policy.
- appropriate implementation of this policy.

Deans are responsible for:

- ensuring that all faculty members follow this policy.
- appropriate implementation of this policy.

HR Department is responsible for:

- appropriate implementation of this policy.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this policy.

Chief Operating Officer is responsible for:

- appropriate implementation of this policy.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this policy.

8. Related Policies

- All University Policies

9. Related Procedures

- All University Procedures

10. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions

President Signature:

