

Maternity Policy

APPROVED BY:	ISSUED BY:
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Signature:	Signature:

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Change Request Form

Note: Submit this form to concerned approver as per the document & record control process, before sending it to Manager .

Name of the document or record:

Change requested By:

Designation

Signature

Date:

Department:

Reason for Change :

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Process Improvement | <input type="checkbox"/> System improvement | <input type="checkbox"/> Cost Saving |
| <input type="checkbox"/> New Development | <input type="checkbox"/> Incorrect | <input type="checkbox"/> Typo |
| | | <input type="checkbox"/> Other |

Changes Required:

(Attach sheets where required)

Remarks of Functional Manager & other approvers (if applicable)

Approver	Management Representative	User
Date :		

Maternity Leave Policy

1. Purpose

To ensure that female employees are afforded the rights and protections granted for all female employees in compliance with the Egyptian Labor Law No. 14 of 2025. It aims to ensure a supportive work environment that safeguards the health and well-being of working mothers and their children, while maintaining consistency with the legal framework of the Arab Republic of Egypt.

2. Scope

This policy applies to all female employees of the organization, regardless of employment status (permanent, fixed-term, Secondment, اعارة or probationary).

3. Legal Reference

The provisions of this policy are based on the **Egyptian Labor Law No. 14 of 2025**, particularly the articles governing maternity leave, breastfeeding breaks, protection against dismissal, and unpaid childcare leave. In line with the articles No. 53 to 60. Any matter not expressly addressed in this policy shall be governed by the relevant provisions of the Labor Law articles mentioned above.

4. Eligibility- General conditions

- All female employees, **regardless of their length of service**, are eligible for paid maternity leave **120 calendar days** (4 months) .
- Female employees may claim this maternity leave up to **three (3) times** over the course of their employment with the same employer. Conditions mentioned in the labor law applies.
- Leave can start before childbirth, but at least **45 days must be taken after delivery**.
- May be combined with annual leave upon management approval.
- During pregnancy (from the sixth month onward), the daily working hours must be **reduced by at least one hour**.
- A pregnant employee must **not be required** to perform overtime (extra hours) during pregnancy and up to six months postpartum.

5. Procedure & Documentation

A. Notification & medical certificate

- The employee should notify the HR/line manager in writing as soon as she is aware of pregnancy and expected date of delivery, and no later than a reasonable period (e.g. as soon as medical certificate is available).
- The employee must submit a medical certificate indicating the expected date of childbirth.

B. Approval & scheduling

- The leave may be split into pre- and postnatal portions based on the employee's request, provided that postnatal portion is at least 45 days.

C. Salary / payment during leave

- The company pays the salary during maternity leave as required by law, and deducts what must be paid via social insurance in accordance with applicable provisions (e.g., under Social Insurance & Pensions Law).
- Any overpayment or irregular work (e.g. if the employee works for another employer during leave) may be subject to recovery or adjustment, subject to legal limits.

D. Return to work

- Upon conclusion of the maternity leave, the employee must inform HR of her return date (if not predetermined).
- The employee returns to her position or a similar one with equivalent terms, without loss of seniority or benefits.
- Any requests for extension (e.g. combining with unpaid child-care leave, if eligible) will be considered in line with law and company policy.

E. Breastfeeding breaks

- For up to two years after childbirth, the employee is entitled to the breastfeeding breaks (two × 30 min or one continuous hour) each working day.
- These breaks count as working time and thus are paid.



6. Special or Exceptional Cases

- In cases of multiple births, complications, or medical necessity beyond the 120 days, the company will evaluate on case-by-case basis, consistent with medical recommendations, and in compliance with law and internal discretion.
- If a female employee resigns during or shortly after maternity leave, her rights under the law (e.g. to maternity benefits, protections) shall still apply.
- If the law is amended later or implementing regulations clarify additional details, this policy will be updated accordingly.