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Policy	Employee Rights Policy	

Employee Rights Policy

Purpose

To ensure compliance with Egyptian Labor Law No. 14 of 2025 and to set out clearly the rights of employees and obligations of the employer, promoting fairness, transparency, safety, and dignity in the workplace.

Scope

Applies to all employees of NGU from date of hiring. Covers all forms of employment (full-time, part-time, and secondment).

1. Employment Contract

- All employees will receive a written employment contract in Arabic.
- Four copies of the contract shall be produced: one each for the employer, the employee, the competent social insurance office, and the relevant administrative authority.
- All terms must clearly identify the type of employment (indefinite / definite term), and where applicable, part-time. etc.

2. Equal Treatment, Non-Discrimination & Harassment

- No discrimination shall occur on the basis of gender, religion, skin color, disability, political affiliation, etc., in hiring, terms & conditions of work, training, promotion.
- Equal pay for work of equal value must be upheld.
- NGU maintains a workplace free from harassment, bullying, or any psychological, verbal, or physical violence. A preventive and corrective measures are available.

3. Working Hours

- NGU working hours are from 9:00 AM to 04:00 PM., including breaks.
- Overtime, rest days, and public holiday rules as per the labor law.
- Employees should be compensated fairly or granted compensatory rest days if they work on holidays.

4. Leave Entitlements

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- **Annual leave:**
 - First year of service: 15 working days paid leave.
- – After the first year: 21 days per year.
- – After ten full years of service 30 days.
- – For persons with disabilities (or dwarfism): 45 days annual leave as per the law.
- **Casual / emergency leave:** 7 days per year, with no more than 2 consecutive days per incident. These are drawn from, or affect, annual leave balance.
- **Sick leave:** One month full paid every three years, then 75 % of the social insurance salary for three months, then 85 % of his social insurance salary for six months. Sick leaves must be approved by the medical commission.
- **Maternity leave:** Four (4) calendar months paid leave; may be taken up to three times during employment.
- Starting from the sixth month of pregnancy, working hours reduced by one hour per day. Overtime prohibited in pregnancy and for a period after childbirth.
- **Paternity leave:** One day paid leave on the child's birth, up to three times during employment.
- **Study Day:** All NGU Teaching Assistants / Assistant lecturer are granted one day leave a week to study and do research.
- **Study leave:** Employees preparing for exams may request annual leave at specific times; study-related leaves concerning actual exam days may be granted (with proof and prior notice).
- **Exam leave:** Exam leaves are granted from the University during exam days only.
- **Mid-Year vacation:** “ 5 working days”. Based on the Dean's approval and the work requirements
- **Marriage leave:** 5 working days.”
- **Condolence leaves:** in case of first degree death “ 3 working days “
- **Hajj leaves :** One full month, conditions mentioned in the labor law applies.
- **Christmas leave:** 24th and 25th of December are granted as paid leave to all staff.
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5. Salary, Raises, promotions and Benefits

Salary

- Salary must be paid on time, doesn't require physical signature receipt when using bank transfers.

Raises / Promotions

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- Annual raises are made for all NGU staff annually based on the inflation and subject to the Board approval.

Promotions

Promotion at NGU is based on **merit, performance, and contribution** to the university's mission in education, research, community service, and professional excellence.

All promotions must comply with **NGU's HR policies** and the **Egyptian Labor Law**

- **Eligibility requirements for promotions**
 - **For Academic staff, it is in line with the Supreme council of education.**
 - **For nonacademic staff:**

To be considered for promotion, the employee must:

- Have completed the **minimum service period** in the current grade or position (typically **3 years** for staff).
- Have received **annual performance ratings** of "Meets Expectations" or higher for the last **two consecutive years**.
- Have no major disciplinary actions in the past **year**.
- Demonstrate **professional development** (e.g., training, workshops, certifications).
- Meet the requirements for the offered position "the position he /she will be promoted to".
 - **Other Benefits**
 - Transportation assistance.
 - Social insurance.
 - Private medical insurance.
 - Government medical insurance.
 - Continuous training and development throughout the year.
 - Best Employee of the Quarter award for nonacademic / Best employee of the year for Academic
 - Career development for potential staff.
 - Annual bonus – based on President approval board approval.

6. Termination, Resignation & Severance

- Resignations must be voluntary, in writing, and ratified by the competent administrative authority. Employees have a right to withdraw resignations within 10 days of employer's acceptance.

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- Notice period for termination/resignation of contracts: One to three (3) months has to be provided by both parties as per the employment contract , based on the position.

7. Persons with Disabilities (“People of Determination”)

- Establishments with 20 or more employees must include at least **5% of employees** who are persons with disabilities.
- Employers must maintain a register (digital or physical) of employees who are persons with disabilities.
- Employees with disabilities are given 45 working days

8. Safety, Health & Work Environment

- Employers are responsible for providing a safe, healthy work environment, in compliance with occupational health and safety standards.
- Employers must prevent harassment, bullying, psychological, verbal or physical violence.

9. Dispute Resolution

- The law establishes **specialized labor courts** for resolving employment related disputes. These become operative 1 October 2025.
- NGU management Established HR committee (consists of the HRM, Secretary General. President consultant and legal advisor plus the department head) to review staff disputes and investigate the case.

10. Responsibilities of Employees

While the law mostly focuses on employer obligations, employees also have duties, e.g.:

- To fulfil their contractual duties, follow reasonable directions, perform work safely, respect colleagues and workplace policies.
- Provide notices, evidence (e.g., for exam attendance or medical leave) where required.

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11. Enforcement & Compliance

- Violations of employee rights may lead to legal sanctions, penalties, or compensation as per law. Penalties table is distributed to all staff by emails , and published in the HR department for review.
- NGU will periodically review policies and practices, train managers and HR on the new law, and ensure full compliance.