

NGU Paternity Policy

Policy Name	NGU Paternity Policy
Last Review Date	January 2024
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) recognizes that family support and employee well-being are key to achieving institutional excellence. In line with Egyptian Labor Law and the University's commitment to a family-friendly work environment, NGU provides paternity leave to allow fathers to support their families during the important period following childbirth.

2. Purpose

This policy aims to grant paternity leave to eligible employees, ensuring consistency, fairness, and compliance with Egyptian labor regulations.

3. Policy Statement

Eligible male employees are entitled to **one (1)** day of paid paternity leave on the birth of a child. This leave may be granted up to **three (3)** times during employment at NGU. The leave should be taken within **seven (7)** days of the child's birth and must be supported by official documentation (e.g., birth certificate or hospital notification).

4. Commitments and Actions

NGU is committed to:

- Supporting employees to balance professional and family responsibilities.
- Ensuring equal access to paternity leave for all eligible male staff, without discrimination based on position, nationality, or contract type.
- Protecting employees' rights by ensuring that taking paternity leave does not affect salary or employment continuity.

5. Implementation and Monitoring

- Employees must submit a Paternity Leave Request Form to the Human Resources (HR) Department, accompanied by proof of childbirth.
- Supervisors must ensure work continuity and coverage during the employee's absence.

- HR is responsible for approving requests and ensuring the three-time employment limit is maintained.

6. Communication

NGU communicates this policy to all staff through:

- HR portal
- Staff handbook
- Orientation sessions for new employees

7. Review

- This policy will be reviewed every two years or earlier if required to ensure compliance with current Egyptian Labor Law and best employment practices.