BMC
Batterjee Medical College



Maternity, Paternity, and Parental Policy

POLICY AND PROCEDURES

Batterjee Medical College	Policies & Procedures
Division: Human Resources & Academic Affairs	**Policy Code:** HR-POL-19
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Maternity, Paternity, and Parental Support Policy

1. Purpose & Strategic Alignment

Batterjee Medical College (BMC) is dedicated to maintaining an inclusive academic and professional community that recognizes human dignity, promotes gender equality, and empowers every individual to reach their full potential. Aligned with Saudi Vision 2030, the Saudi Labor Law, and United Nations Sustainable Development Goal 5 (SDG5), BMC recognizes that supporting female and male employees, faculty, and students through key family milestones, childbirth, parenting, and early childcare, is essential for sustained participation, equity, retention, and career advancement.

2. Scope

Scope This policy applies institution-wide across all BMC campuses and branches, governing all full-time and part-time female and male faculty members, administrative and technical staff, as well as enrolled undergraduate and postgraduate student parents.

3. Policy Statement

BMC is committed to ensuring that motherhood, fatherhood, and family responsibilities never interrupt a woman's education or professional trajectory. By providing generous, fully paid maternity and paternity leaves, breastfeeding accommodations, academic deferral protections for student mothers, and subsidized childcare access, BMC actively dismantles the "motherhood penalty" and promotes an equitable distribution of domestic and caregiving duties.

4. Maternity Leave Policy (Faculty & Staff)

BMC's Maternity Policy grants expectant and new mothers generous paid leave, allowing them to recover from childbirth and bond with their newborns with full financial and employment security:

4.1 Duration & Eligibility: All full-time and part-time female employees are entitled to **twelve (12) weeks (90 calendar days)** of **fully paid (100% salary) maternity leave**, which may commence up to four (4) weeks prior to the expected date of delivery based on a certified medical report.

4.2 Mandatory Postnatal Rest: To safeguard maternal health and recovery, female employees are strictly prohibited from working during the **six (6) weeks immediately following childbirth** under any circumstances. An employee may elect to take the full twelve (12) weeks commencing from the date of birth if her physician approves working up to the expected delivery date. Written medical clearance is required to continue working after the eighth (8th) month of pregnancy.

4.3 Extensions & Special Needs Child Support:

- **Standard Extension:** The 12-week paid maternity leave may be extended for an additional period of **30 to 90 days** utilizing accrued annual vacation leave and/or approved unpaid leave without any penalty to employment status.
- **Sick or Special Needs Newborn:** In cases where a newborn is ill or has special needs requiring constant maternal care (verified by a certified medical report), the mother is entitled to an additional **one (1) month (30 days) of fully paid leave** immediately following the initial maternity leave, renewable for an additional month of unpaid leave.

4.4 Paid Breastfeeding & Nursing Breaks: Upon returning to work from maternity leave, female faculty and staff are entitled to **daily paid nursing breaks** totaling **one (1) hour per working day** (taken as one continuous hour or two 30-minute intervals) for up to twenty-four (24) months from the date of delivery, counted as part of regular paid working hours.

4.4 Medical Insurance & Job Security Protection:

- § Comprehensive CCHI-compliant medical insurance covers all prenatal, maternity, delivery, and postnatal care, as well as newborn vaccinations up to age 6.
- § BMC strictly prohibits the termination of a female employee's service or issuing a dismissal notice during pregnancy or while on maternity leave (including any pregnancy- or delivery-related sick leave up to 180 days).
- § Female employees retain 100% of their statutory end-of-service award entitlements if they elect to resign within three (3) months of childbirth.

5 Paternity Leave Policy (Faculty & Staff)

By formally recognizing the caregiving role of fathers, BMC promotes a culture of shared family responsibility and supports maternal recovery:

5.1 **Duration & Eligibility:** All full-time and part-time male employees (faculty, administrative, and technical staff) are entitled to up to ten (10) consecutive days of fully paid (100% salary) paternity leave upon the birth of a child to bond with the newborn and support their family.

5.2 **Non-Deduction Guarantee:** Paid paternity leave is a standalone family benefit and shall not be deducted from the employee's annual vacation balance.

5.3 **Application Window:** Eligible fathers must submit a copy of the official birth certificate or hospital delivery notification via the Employee Self-Service (ESS) portal within thirty (30) days of the child's birth.

6 Maternal & Parental Protections for Enrolled Students

To prevent pregnancy, childbirth, and early parenting from delaying graduation or causing academic attrition, BMC enforces dedicated protections for student parents:

6.1 **Excused Maternity Absence & Flexible Academic Deferral:** Expectant and postnatal female students are granted excused medical/maternity leave tracked through the Student Information System (SIS). Students may take short-term maternity rest with

make-up examination/clinical rotation accommodations or opt for a formal semester deferral without academic penalty.

6.2 Financial Aid & Tuition Protection: Student mothers on approved maternity deferral retain 100% of their scholarship eligibility (Tamkeen, Tamooh, Daeem, Al-Forsan, Ehsan) and are legally protected under BMC's installment agreements (such as Maslak and Amwal Tech) from being charged for future unrendered semesters during deferral.

6.3 Academic Re-Integration Support: Upon returning from maternity leave, student mothers receive personalized advising and free tutoring through the Academic Advising Unit and Student Counseling Center to seamlessly complete missed clinical or laboratory competencies.

7 Integrated Childcare & Postpartum Support Ecosystem

7.1 Subsidized Childcare Facilities: To support seamless return to work and study, all BMC faculty, staff, and student parents have access to accredited nearby nurseries and kindergartens accepting infants from months of age, reinforced by a formal agreement with partner Childcares providing an exclusive discount (alongside full financial waivers for low-income student mothers in the bottom 20% income quintile).

7.2 Postpartum Physical & Mental Wellness: Returning mothers have free, confidential access to the in-house Psychological Clinic and BMC's Postpartum Care Initiatives (in collaboration with OB/GYN specialists and physical recovery coaches).

8 Application Procedure (HR Employee Self-Service - ESS)

- **Online Submission:** The employee logs into the HR Software (Employee Self-Service - ESS Portal) → selects *Transactions* → *Vacation Requests* → *"Request a New Vacation"*.
- **Details & Documentation:** The employee selects *Maternity Leave* or *Paternity Leave*, specifies the start date, end date, and date of resuming duty, assigns a replacement staff ID for coverage, and uploads the supporting medical report (expected delivery date) or official birth certificate.
- **Approval Workflow:** The request is routed electronically to the Head of Department/Program (HOD/HOP) for operational

clearance, validated by the Human Resources Department, and finalized by the College Dean and Finance Department for full-pay processing.

9 Compliance, Monitoring, and Non-Retaliation

- Human Resources and the Deanship of Student Affairs annually audit parental leave utilization, return-to-work retention rates, and post-leave performance appraisals to ensure zero career or academic disadvantage for parents.
- Any form of discrimination, bias, or retaliation against an employee or student for requesting or taking maternity, paternity, or nursing leave is strictly prohibited under BMC's Non-Discrimination Policy.

10 Review and Revision

This policy will be reviewed every three (3) years by the Human Resources and Quality Assurance Departments to ensure ongoing effectiveness and alignment with Saudi Labor Law and international sustainability benchmarks.

Synopsis

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Approval Authority:

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