

Policy on Maternity and Paternity Leave to Support Women's and Men's Participation

Purpose

Urdaneta City University (UCU) is committed to creating a supportive and inclusive environment for all faculty and staff, acknowledging the importance of work-life balance and family responsibilities. This Maternity and Paternity Leave Policy is designed to promote the well-being of new parents, support gender equality, and encourage the participation of both women and men in caregiving roles, in alignment with the UCU Faculty and Administrative Manual.

Scope

This policy applies to all eligible regular and casual faculty and administrative staff members of UCU.

Policy Statement

UCU supports the right of all employees to take maternity and paternity leave. This policy provides guidelines for parental leave, fostering a supportive environment that encourages family participation, enhances work-life balance, and promotes the well-being of both employees and their families.

Guiding Principles

1. Maternity Leave

- Eligible female employees are entitled to paid maternity leave in accordance with applicable labor laws and UCU's Faculty and Administrative Manual.
- Maternity leave may begin at any point after confirmation of pregnancy and in coordination with the department head to ensure minimal disruption to duties.
- Additional unpaid leave may be requested, subject to approval, for recovery or childcare support.
- UCU ensures that employees on maternity leave will retain their job position or a comparable position upon their return, without loss of seniority or employment benefits.

2. Paternity Leave

- Eligible male employees are entitled to paternity leave with pay, as specified in the Faculty and Administrative Manual.
- Paternity leave may be used at or immediately following the birth of the employee's child to support the mother and actively participate in childcare.
- UCU supports flexible scheduling or additional unpaid leave for paternity as requested, encouraging fathers to be active participants in family care.

3. Adoption and Foster Care Leave

- UCU offers parental leave benefits to employees adopting a child or serving as a foster parent, allowing the use of maternity or paternity leave entitlements as applicable.
- Leave for adoption or foster care follows the same structure as biological parental leave, enabling adoptive parents to bond with their child and integrate them into the family.

4. Flexible Work Arrangements and Return to Work

- UCU supports flexible work arrangements for employees returning from maternity or paternity leave, which may include part-time hours, modified duties, or temporary remote work where feasible.
- The university will work with returning employees to ensure a smooth transition and provide resources for balancing work and family responsibilities.

5. Supportive Environment and Non-Discrimination

- UCU commits to providing a supportive, non-discriminatory environment for all employees taking parental leave. No employee will face adverse consequences or discrimination for taking maternity, paternity, or adoption leave.
- Supervisors and department heads are expected to respect and accommodate parental leave requests, fostering a family-friendly culture within their teams.

6. Health and Wellness Support

- UCU offers resources for new parents, including health and wellness support, counseling services, and information on child care options. The university is dedicated to assisting employees in maintaining their health and well-being as they balance work and family life.

Application Process

- Employees should inform their department head and the Office of Human Resources in writing as soon as possible of their intention to take maternity, paternity, or adoption leave.
- Employees are encouraged to provide at least one month's notice to facilitate department planning, though emergencies and unforeseen circumstances will be accommodated as necessary.
- Upon completion of the leave period, the employee should inform their supervisor and HR of their return date or any request for a flexible work arrangement.

Accountability

The Office of Human Resources is responsible for overseeing the implementation of this policy, ensuring compliance with the UCU Faculty and Administrative Manual, and supporting faculty and administrative staff in understanding and exercising their parental leave rights.

Review and Updates

This policy will be reviewed periodically to ensure compliance with applicable labor laws and alignment with UCU's Faculty and Administrative Manual, as well as to meet the evolving needs of UCU's faculty, staff, and families.

Conclusion

Urdaneta City University is dedicated to fostering an environment that values the family responsibilities of all employees, supports parental involvement, and promotes gender equity in caregiving. Through this policy, UCU affirms its commitment to supporting the work-life balance and well-being of its faculty and staff.

Effective Date: June 1, 2019

Review Date: May 30, 2022