



Maternity Policy	Action number	-----
	Release Date	2023/11
	Review and modification date	2023/12
	Review and modification number	01
	number of pages	02
	Date the procedure was approved	2023/12/15
	Deans Council Resolution No.: 01/01/2023-2024	
Policy Statement	AAU is committed to supporting the work-life balance of its employees. Recognizing the importance of time for parents to bond with their new child and to adjust to new family responsibilities, the university provides maternity leave benefits to its employees.	
Policy Purpose	<p>The purpose of this policy is to provide clear and consistent guidelines for maternity leave, ensuring that:</p> <ol style="list-style-type: none"> 1. Employees can take necessary time off for the birth or adoption of a child. 2. The transition back to work is smooth and considers the well-being of the employee and their family. 3. The rights of employees are protected and supported during and after their leave. 	
Policy Scope	This policy applies to all eligible employees of AAU, including faculty, staff, and administrators.	
Policy Definitions	<ol style="list-style-type: none"> 1. Maternity Leave: Leave of absence granted to a mother before and after the birth of her child. 	
Policy Provisions	<ol style="list-style-type: none"> 1. Eligibility: Full-time employees who have been employed at AAU are eligible for maternity leave benefits. 2. Duration of Leave: <ul style="list-style-type: none"> ▪ Maternity Leave: Eligible employees are entitled to 70 days of paid maternity leave. 3. Start of Leave: Leave can commence any time before the expected birth or adoption of a child and must be coordinated with the employee's supervisor. 4. Extension of Leave: If additional leave is medically necessary, employees may use their accumulated sick leave, vacation leave, or request an extension without pay, subject to approval. 5. Health Insurance: During maternity leave, the university will continue to contribute to the employee's 	



	<p>health insurance premiums under the same terms as if they were actively working.</p> <p>6. Job Protection: Employees are guaranteed the right to return to their same or equivalent position with the same pay, benefits, and terms and conditions of employment.</p> <p>7. Notice and Documentation: Employees are required to provide notice of their intent to take maternity leave in advance, along with any required documentation related to the birth or adoption of the child.</p>
Policy Confidentiality	All information related to maternity leave requests will be kept confidential under applicable laws and university policies.
Policy Review	This policy will be reviewed and updated every year or as necessary to ensure that it continues to meet the needs of employees and complies with all applicable laws and regulations.