



الكلية الحديثة للبحوث والعلوم
MODERN COLLEGE
OF BUSINESS & SCIENCE



Policy on: Maternity and Paternity Leave

October 2024

Perspective	Faculty and Staff		
Policy Owner	Director of Human Resource		
Developed By	Nivedita Ram		
Approval Body	College Board		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to ensure that academic and non-academic staff and students are provided comprehensive maternity and paternity leave and related support services.

2. Policy Purpose.

- 2.1** Provide a clear framework for maternity leave, benefits, and support that enables young mothers to continue their childcare without disruption to their respective careers or studies, both pre- and post-natal care.
- 2.2** Ensure that fathers are given the opportunity to participate in childcare and support their families during and after the birth or adoption of a child.
- 2.3** Comply with national labor laws and international standards on maternity rights and gender equality in the workplace and educational settings.
- 2.4** Promote the retention and advancement of women in both professional and academic roles at MCBS.

3. Definitions and Abbreviations.

- 3.1 Flexibility Measures:** Adjustments to work or academic schedules to accommodate maternity-related needs, including flexible hours, remote work, or academic extensions.
- 3.2 Maternity Leave:** A period of approved absence from work or academic responsibilities granted to women for the purpose of childbirth and childcare.
- 3.3 Paid Maternity Leave:** Paid leave granted to female employees during pregnancy and after childbirth, as per legal requirements. Female employees are entitled to a maternity leave allowance for a period of **98 days**, of which **14 days** may be taken prior to the date of delivery.
- 3.4 Paternity Leave:** A period of approved absence granted to male employees and students following the birth or adoption of a child, intended to support family and childcare duties.
- 3.5 Paid Paternity Leave:** The paid period during which a father is allowed to take time off to care for his newborn or adopted child. Male employees are entitled to **7 calendar days** of paid paternity leave, which can be taken starting from the day of the child's birth or up to **14 days** after the child's birth.
- 3.6 Shared Parental Responsibility:** An approach to parenting where both parents take active and equitable roles in childcare, facilitating the continued professional engagement of both.
- 3.7 HoD:** Heads of Departments

4. Stakeholders.

This policy applies to: All MCBS Stakeholders.

5. Procedures.

The following stages are to be followed in implementing this policy:

5.1 Maternity Leave for Employees:

- 5.1.1 Stage 1:** Female Employees shall submit a formal request for maternity leave through eMail at least 6 weeks before the expected due date, and apply in Edu portal along with a medical certificate when they deliver.
- 5.1.2 Stage 2:** The respective HoD shall endorse the leave period; followed by approval from the Human Resource Department.
- 5.1.3 Stage 3:** The female employee shall provide a formal status of completion of tasks assigned and handover her duties and responsibilities to assigned replacement and or to her reporting manager
- 5.1.4 Stage 4:** The respective reporting manager shall further delegate the above responsibilities to his/her academic or administrative team members.
- 5.1.5 Stage 5:** The new mothers may request for additional unpaid leave, or annual leave or working from home subject to the respective HoD's approval and work requirements on completion of their initial paid maternity leave.
- 5.1.6 Stage 6:** Human Resources Department shall maintain records of maternity leave requests.

5.2 Paternity Leave for Employees:

- 5.2.1 Stage 1:** Stage 1: Male Employees shall submit a formal request for paternity leave through Edu Portal, at least four weeks before the expected due date of childbirth or adoption.
- 5.2.2 Stage 2:** The respective HoD shall approve the leave period; followed by endorsement from the Human Resource Department.
- 5.2.3 Stage 3:** The male employee shall provide a formal status of completion of tasks assigned to him, by his reporting manager.
- 5.2.4 Stage 4:** The respective reporting manager shall further delegate the above responsibilities to his/her academic or administrative team members.
- 5.2.5 Stage 5:** The new fathers shall request for additional unpaid leave, work from home subject to approval on completion of their initial paid paternity leave.
- 5.2.6 Stage 6:** Human Resources Department shall maintain records of paternity leave requests.

5.3 Support for Returning Female Employees:

- 5.3.1 Stage 1:** Returning new mothers may request the Human Resources Department through Edu Portal for flexible breast-feeding hour or work-from-home options.
- 5.3.2 Stage 2:** The Human Resources Department shall approve the work-from-home request, subject to HoD's approval of the employee.
- 5.3.3 Stage 3:** Nursing mothers may also apply to the Human Resources Department for access to a private, comfortable space for breastfeeding or pumping milk during working hours.

5.4 Support for Returning Fathers:

- 5.4.1 Stage 1:** Fathers may request Human Resources Department for flexibility measures such as part-time work, work from home options, or adjusted working hours to balance work and childcare responsibilities. This may be approved on a case-to-case basis.

- 5.4.2 Stage 2:** The Human Resources Department shall endorse the request subject to HODs approval.

5.5 Maternity Support for Students:

- 5.5.1 Stage 1:** Female students may request the Department of Students Affairs for academic leave during pregnancy or after childbirth without academic penalty. Leave duration will be decided based on medical advice and program requirements.
- 5.5.2 Stage 2:** The Department of Students Affairs shall forward these requests to the Associate Dean of Academic Affairs for formal approval.
- 5.5.3 Stage 3:** The Department of Students Affairs shall communicate the formal approval to the student and to the respective HoDs.
- 5.5.4 Stage 4:** Requests may be sent to the Department for Student Affairs for Extensions on assignments or rescheduling of exams, which may be granted to accommodate maternity needs and will be based on a case-to-case basis.
- 5.5.5 Stage 5:** The Department of Students Affairs shall communicate the above requests to the respective HoDs.
- 5.5.6 Stage 6:** The HoDs shall communicate the above request for assistance to the respective course instructor.
- 5.5.7 Stage 7:** The Department of Student Affairs shall maintain records of maternity leave requests.

5.6 Paternity Support for Students

- 5.6.1 Stage 1:** Male students who become fathers may request the Department of Student Affairs for academic leave during the birth or adoption of their child without academic penalty, provided that documentation is submitted to Department of Student Affairs.
- 5.6.2 Stage 2:** The Department of Students Affairs shall forward these requests to the Associate Dean of Academic Affairs for formal approval
- 5.6.3 Stage 3:** The Department of Students Affairs shall communicate the formal approval to the student and to the respective HoDs.
- 5.6.4 Stage 4:** Requests may be sent to the Department for Student Affairs for Extensions on assignments or rescheduling of exams, which may be granted to accommodate maternity needs and will be based on a case-to-case basis.
- 5.6.5 Stage 5:** The Department of Students Affairs shall communicate the above requests to the respective HoDs.
- 5.6.6 Stage 6:** The HoDs shall communicate the above request for assistance to the respective course instructor.

5.7 Re-Integration Support for Students

- 5.7.1 Stage 1:** New mothers may place a request, with the Department for Student Affairs for provision of academic support, including tutoring and counseling services, to help them reintegrate into their studies.
- 5.7.2 Stage 2:** The Department for Student Affairs shall review the merits of the case and approve the above request.

- 5.7.3 Stage 3:** New mothers may request, with the Department for Student Affairs for provision of flexible study options, such as part-time enrollment or distance learning and shall be considered based on a case-to-case basis.
- 5.7.4 Stage 4:** The Department for Student Affairs shall forward this request to the Associate Dean for Academic Affairs who shall review the merits of the case and approve the above request.

6. Roles and Responsibilities.

6.1 Human Resource Department

- Managing maternity and paternity leave requests, ensuring compliance with labor laws, and offering re-integration support to returning employees.

6.2 Department of Student Affairs

- The DSA shall be notified after receiving the approval from Academic Affairs so that they may support through counseling,

6.3 Associate Dean for Academic Affairs

- Approval of maternity and paternity support requests received from the Department of Student Affairs.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. National labor laws of Oman [Royal Decree 53/2023 Promulgating the Labour Law – Decree](#)
2. International Labor Organization (ILO) Maternity Protection Convention [Convention C183 - Maternity Protection Convention, 2000 \(No. 183\)](#)