

 <p>HUMAN RESOURCES DEPARTMENT</p> <p>Faculty Maternity Leave Policy</p> <p>GUST Gulf University for Science and Technology جامعة الخليج للعلوم والتكنولوجيا</p>	Policy No.	Version
	AF_HRD_POL_029	01.0
	Effective Date: 25/8/2013	
	Approved By: Dr. Fahad Al-Zumai	
		
	Approval Date: 25/8/2013	
No. of Pages: 2		

I. Policy

With reference to the period after the maternity leave, if the return date from a maternity leave for a female faculty member is in the middle of the academic semester period, several options are available at GUST as follows:

- i. The female faculty member can work in an admin-support role in the college during the semester (minimum 5 hours per day – 5 days a week). This requires HOD's and Dean's approval.
- ii. The female faculty member can take a paid leave till the end of the semester, with the obligation to compensate this leave by taking 1 course overload without pay.
- iii. The female faculty member can extend her unpaid leave till the end of the semester, maintaining her benefits continuation (e.g. summer payments, annual tickets, seniority, etc.).

No faculty member is entitled for maternity work-hours reduction, as all GUST faculty members are already on reduced hours duty (12 to 15 hours/week).

II. Application

This policy shall apply to all female faculty members at GUST.

III. Related Policies

IV. Revision History

Date	Revision	Remarks
25/8/2013	01.0	Initial release