



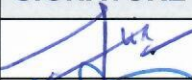
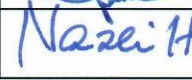
Document Name:

DUHS MATERNITY LEAVE POLICY

Document Number:

DUHS / MATERNITY LEAVE POLICY / 2025

DOW UNIVERSITY OF HEALTH SCIENCES**Policy for Maternity Leave of Employees**

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Syed Faizan Ibrahim	Manager, HR		4-11-2025
REVIEWED BY:	Pir Mudassar Ali Shah	Director, HR		4-11-2025
APPROVED BY:	Prof. Nazil Hossain	Vice Chancellor - DUHS		4.11.25
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TERMS AND DEFINITION

TERMS	DEFINITION
Maternity Leaves	A period of absences from work granted to a mother before and after birth of her child

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LIST OF ABBREVIATIONS

DUHS – Dow University of Health Sciences

HR – Human Resource

HOD – Head of Department

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1. PURPOSE:

This policy aims to facilitate female employees during their deliveries by providing appropriate maternity-related leave provisions in accordance with the DUHS Leave Statutes.

2. SCOPE:

The scope of this policy is to facilitate DUHS staff and faculty. Maternity Leave is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy and puerperium. All female employees of DUHS are entitled to maternity leave on full pay for a maximum period of ninety (90) days, and any period exceeding ninety (90) days shall be treated as leave admissible to and desired by the employee, as provided under the DUHS rules & regulations.

3. POLICY STATEMENT:

3.1. Maternity Leave

- a) Maternity leave may be granted on full pay, outside the leave account for a period of ninety (90) days.
- b) Maternity leave on full pay shall not be granted for more than two maternities during the entire service of a female employee except in the case of a female employed in a vacation department who may be granted maternity leave without this restriction.
- c) Provided that, in the case of an employee in department other than a vacation department, earned leave may be granted in lieu of the maternity leave after the third maternity.

3.2. Assumption of Charge on Return from Leave

- a) An employee, on return from leave, shall report for duty to the authority that sanctioned her leave and assume charge of the post to which she is directed by that authority.

4. PROCEDURE:

- a) Employees shall submit requests for leave to their HoD / Principal / Director, preferably prior to the commencement of the leave period. The HoD / Principal / Director shall review and forward the request with recommendations to the Human Resources Department for submission to the Competent Authority for approval.
- b) Employees shall not proceed on leave without the recommendation of their HoD / Principal / Director and the subsequent approval of the Competent Authority. Any leave taken without such recommendation and approval shall be treated as unauthorized

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absence in accordance with the DUHS Leave Statutes.

- c) The Human Resources Department shall ensure that official attendance records and approved leave requests reflect the same period of absence and are maintained as part of each employee's leave record. These records shall serve as supporting documentation for any internal or external audits.
- d) Leave under this policy shall be granted by the Competent Authority or by an officer duly authorized by the Competent Authority to do so.