

5.6.9 Paternity Policy

2023-2024

According to Our [Equality, Diversity, And Inclusion Policy](#), highlights the parental section and places clear duties on leaders and individuals to communicate and uphold parental rights. In particular on page 2 under title “Roles and Responsibilities” in second paragraph, AAST requires that deans, managers and advisers ensure staff and students are informed about the policy and know how to exercise maternity and paternity rights, and that all members of the community familiarize themselves with the policy and use established reporting and grievance routes where needed. This paternity policy gives effect to those duties by setting out eligibility, leave, pay, notice and job-protection provisions, and by directing staff to HR for guidance and evidence requirements.

Read Our [Equality, Diversity, And Inclusion Policy](#)

The focus section for paternity is shown here:

Paternity, Partner and Adoption Support Policy:

Purpose: This policy sets out Arab Academy for Science, Technology and Maritime Transport (AASTMT) provisions for paternity and partner leave, adoption- and surrogacy-related leave, flexible working, and associated benefits. It aligns with AASTMT’s Equality, Diversity and Inclusion commitments and applies to all staff regardless of contract type, working pattern, or gender identity, including adoptive and intended parents.

Scope: The policy covers leave and support for: (a) a staff member who is a father, non-birth mother, or partner (including same-sex partner) of the birth parent; (b) an adoptive parent or partner; and (c) an intended parent via surrogacy. It also provides time off to attend qualifying appointments and sets job protection, pay, and notice rules. Nothing in this policy reduces rights granted under applicable Egyptian law or AASTMT contracts; where law or contract is more generous, the more generous provision prevails.

1. Eligibility

Employed by AASTMT at the expected week of childbirth (EWC), child placement, or parental order application.

- Employed by AASTMT at the expected week of childbirth (EWC), child placement, or parental order application.
- Be the child’s father, the birth parent’s spouse/partner, an adoptive parent or partner, or an intended parent in a surrogacy arrangement.
- Provide the required notice and evidence (see section 6).

2. Leave and Pay Entitlements

AASTMT provides the following minimum entitlements. Colleges/units may offer more generous terms with HR approval.

- **Paid paternity/partner leave:** up to 10 working days on full pay, to be taken in one or two blocks within 8 weeks of birth or placement.
- **Additional parental leave:** up to 10 further working days unpaid (or taken as annual leave subject to manager approval) within 6 months of birth or placement.
- **Multiple births/adoptions:** the same entitlements apply per event.
- **Premature birth/NICU:** paid leave window may be deferred to commence from the child's hospital discharge, upon HR approval.
- **Bereavement, miscarriage or stillbirth (from 24 weeks' gestation):** up to 10 working days paid compassionate leave in addition to any statutory entitlements.

3. Time off for Antenatal/Adoption Appointments

Eligible staff may take paid time off to attend up to two antenatal or pre-adoption appointments (up to 6 hours per appointment, including reasonable travel). Evidence of appointment time may be requested by HR.

4. Flexible Working and Workplace Adjustments

- Temporary flexible arrangements (e.g., adjusted hours, remote/hybrid working, compressed weeks) may be agreed for up to 12 weeks post-return; extensions require HR review.
- Reasonable adjustments include schedule changes around childcare pick-up, medical appointments, and bonding needs, balanced with operational requirements.
- Annual leave may be combined with paternity/partner leave subject to normal approval routes.

5. Job Protection, Benefits and Non-Discrimination

- Continuous service, pay progression, and benefits (including pension and allowances) continue during paid leave.
- Return to the same role or, where not reasonably practicable, a suitable alternative on no less favourable terms.
- No detriment, discrimination or harassment for taking or requesting leave, flexible working, or adjustments. Breaches are subject to disciplinary action.

6. Notice and Evidence Requirements

Staff should notify their line manager and HR in writing at least 15 weeks before the expected week of childbirth (or as soon as reasonably practicable for adoption/surrogacy), stating: (a) the expected date of birth/placement; (b) intended leave start date and duration; and (c) confirmation of eligibility. HR may request evidence such as a medical note/appointment card, adoption matching certificate, or surrogacy documentation.

7. Coordination with Statutory/Contractual Pay

AASTMT paid leave will be coordinated with any statutory or contractual entitlements. Where statutory entitlements arise, AASTMT pay will be inclusive so that total pay does not exceed normal full pay unless otherwise agreed.

8. Related Policies and Support

- **Maternity and pregnancy** loss support; adoption and surrogacy; parental bereavement; flexible working; dignity and respect at work; grievance.
- **Childcare:** staff may use approved local nursery arrangements and, for Smart Village campus, facilities available within the business park (see campus pages and Smart Village Club services).
- **Wellbeing and counselling:** Psychological Support Services and the Employee Assistance channels.

9. Governance, Review and Queries

Human Resources is the owner of this policy. Colleges/units are responsible for local communication and implementation. The policy will be reviewed annually and after material legislative change. Queries should be directed to HR.