AASTMT Paternity and Parental Support Policy

1. Purpose and Policy Statement

The Arab Academy for Science, Technology and Maritime Transport (AASTMT) gives fathers paid leave and flexible working so that they can share childcare duties. Sharing care at home allows women to continue to work and study on equal terms.

This policy gives effect to the AASTMT Equality, Diversity and Inclusion Policy, which requires deans, managers and advisors to make sure that staff know how to exercise their maternity and paternity rights. It applies the provisions of the Egyptian Labour Law No. 14 of 2025 as a minimum. Where Egyptian law, an AASTMT regulation or an individual contract provides a more generous entitlement, the more generous provision applies.

2. Scope and Definitions

This policy applies to all AASTMT campuses, colleges, institutes and units in Egypt, and covers:

- all male employees, whether academic, administrative or technical, on permanent or fixed-term contracts, from their first day of service;
- employees who take a child into their care under an approved kafala (alternative family care) arrangement;
- all male students enrolled in undergraduate or postgraduate programmes who become fathers.

Definitions used in this policy:

- **Paternity leave**: paid leave taken by an employee after the birth of his child.
- **Expected date of childbirth**: the date stated in a medical certificate issued by a licensed physician.
- **Kafala placement**: the date a child is placed in the employee's care under an arrangement approved by the Ministry of Social Solidarity.
- **Parental leave**: additional leave taken by an employee to care for a child in the first six months after birth or placement.

3. Paternity Leave and Pay for Employees

Every male employee is entitled to ten working days of paternity leave on full pay for each birth or kafala placement, from his first day of service.

- The leave is taken in one or two blocks within eight weeks of the birth or placement.
- If the baby is born prematurely or stays in hospital, the eight-week period may start from the day the child leaves hospital, with HR approval.
- For a multiple birth, the entitlement applies once for that birth.
- An employee may take up to ten further working days of parental leave within six months of the birth or placement, either unpaid or from his annual leave, with his line manager's approval.
- Full pay includes basic salary and all regular allowances.
- Paternity leave counts as continuous service for annual leave, promotion, seniority and end-of-service benefits.

4. Support During a Partner's Pregnancy and in Case of Loss

An employee may take paid time off to attend up to two of his wife's antenatal appointments, of up to six hours each, including travel.

- In the event of a miscarriage, a stillbirth or the death of a child, the employee is entitled to up to ten working days of paid compassionate leave, in addition to any leave provided by law.
- HR may ask for evidence of the appointment or event, which is kept confidential.

5. Flexible Working and Childcare

On return from paternity leave, an employee may agree temporary flexible working with his line manager for up to twelve weeks.

- Flexible working may include adjusted hours, remote or hybrid working, or a compressed working week, where the role allows it. Extensions require HR review.
- Reasonable adjustments include schedule changes around childcare collection and medical appointments, balanced with the needs of the unit.
- Annual leave may be combined with paternity leave through the normal approval process.
- Staff may use the nurseries listed by the Protocol and Public Relations Department at discounted rates.

6. Job Protection and Non-Discrimination

No employee or student will be disadvantaged because he takes or requests paternity leave, parental leave, flexible working or an adjustment under this policy.

- An employee returns from paternity leave to the same post, or, where that is not reasonably practicable, to a suitable post on terms no less favourable.
- Social insurance contributions, pay progression and allowances continue during paid leave.
- Leave taken under this policy is not taken into account in performance appraisal, contract renewal or the allocation of duties.
- Any complaint is handled under the Complaints procedure of the Equality, Diversity and Inclusion Policy. Those who complain are protected from victimisation, and breaches are dealt with as disciplinary matters.

7. Support for Student Fathers

A student who becomes a father may continue his studies with the adjustments he needs to share childcare.

- **Excused absence**: up to five teaching days of absence within two weeks of the birth, or of the child leaving hospital, are excused and do not count towards attendance limits.
- **Assessments**: he may sit a missed examination or submit coursework at a later date, without penalty and without the grade being capped.
- **Point of contact**: his academic advisor arranges these measures with the college dean and the Deanery of Education and Student Affairs. Requests are kept confidential.

8. Notice, Evidence and Procedure

An employee informs his line manager and the Human Resources Department in writing at least one month before the expected date of childbirth, stating the planned start and length of his leave. For a premature birth or a kafala placement, he gives notice as soon as he reasonably can.

1. HR confirms the leave dates and pay in writing within ten working days.
2. The employee sends HR the birth certificate, or the kafala approval document, within one month of the birth or placement.
3. Before his return, the employee and his line manager agree any flexible working arrangement.

AASTMT pay during paid leave includes any statutory entitlement, so that total pay equals normal full pay. A student contacts his academic advisor as early as he can. Late notice never removes a protection under this policy.

9. Roles, Responsibilities and Related Policies

Role	Responsibility
Human Resources Department	Owns the employee provisions; confirms leave and pay; keeps records; reports annually on paternity leave taken
Deanery of Education and Student Affairs	Owns the student provisions
Deans, heads of units and line managers	Inform staff of their paternity rights; apply the policy; agree flexible working; prevent any disadvantage
Academic advisors	Act as the first point of contact for student fathers and arrange academic adjustments
Employees and students	Give notice and evidence as set out in section 8

Related policies: Equality, Diversity and Inclusion Policy; Maternity and Pregnancy Support Policy; Labour Law No. 14 of 2025.

10. Document Control

Item	Detail
Policy title	Paternity and Parental Support Policy
Version	1
Policy owners	Human Resources Department (employees); Deanery of Education and Student Affairs (students)
Approving body	SDG workforce committee
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Item	Detail
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Approval Signature 	Dean of Scientific Research and Innovation