



**Non-commercial Joint-Stock Company
«Shakarim University of the City of Semey»**

Maternity and Paternity Policy

Semey 2024

Maternity and Paternity Policy

1. Purpose

To ensure the full participation of both parents in childcare and to guarantee that neither parent's career is unjustly impacted by childbirth or early child-rearing responsibilities.

2. Scope

This policy applies to all employees (full-time, part-time, academic and administrative staff), regardless of gender, contract type, or length of service.

3. Eligibility

Employees who have completed at least 6 months of continuous service are eligible. Adoptive or foster parents are also covered by this policy.

4. Maternity Leave / Leave for the Gestational Parent

- **Duration:** 70 calendar days before childbirth and 56 calendar days after childbirth. In cases of complicated birth or the birth of two or more children — 70 calendar days before childbirth and 70 calendar days after childbirth.
- **Additional leave:** Unpaid childcare leave until the child reaches the age of 3, with the right to annual paid leave according to the employment contract.
- **Pay:** Full base salary during maternity leave.
- **Benefits continuity:** All contractual benefits (health insurance, pension contributions, etc.) continue during paid maternity leave.
- **Return to work:** The employee has the right to return to the same or an equivalent position, with protection against demotion or salary reduction.

5. Paternity Leave

- **Duration:** Unpaid childcare leave until the child reaches the age of 3, with the right to annual paid leave according to the employment contract, if the child's mother does not use this leave.
- **Notification:** At least 4 weeks' notice (or as soon as practicable) and submission of a birth certificate or adoption documents.

6. Allowances and Benefits Related to Childbirth

1. A fixed one-time state allowance for all women upon the birth of a child.
2. A one-time social payment in case of loss of income due to maternity leave or adoption of a newborn child (children).
3. A monthly social payment in case of loss of income due to childcare until the child reaches 18 months of age.

7. Breastfeeding Support

Women with children under 18 months, and fathers (adoptive parents) raising children under 18 months without the mother, are entitled to breastfeeding breaks. These breaks are additional and must be provided in addition to mandatory breaks for rest, meals, and other breaks established by law.

Break duration:

- At least 30 minutes for employees with one child;
- At least 1 hour for employees with two or more children.

Additional breastfeeding breaks must be provided at least every three hours of work. These breaks are included in working time.

8. Flexible Working / Phased Return

After returning from leave, an employee may request flexible working arrangements (part-time work, modified hours, remote work) for up to 6 months.

Requests must be considered reasonably, taking operational needs into account, and the decision must be provided in writing.

9. Job Protection and Non-Discrimination

Employees returning from leave retain their job or an equivalent position with the same terms, salary, benefits, and seniority.

Taking or requesting leave cannot be grounds for negative performance evaluation, demotion, or dismissal.

Complaints of discrimination or harassment related to pregnancy, leave, or childcare responsibilities will be handled under the university's anti-discrimination policy.

10. Accrual of Benefits and Seniority

During paid maternity or paternity leave, employees continue to accrue annual leave, years of service, and other seniority-based rights.

11. Funding and Administration

The university must allocate budgetary resources to support paid leave. The Human Resources Department is responsible for tracking, approving, and coordinating leave, as well as informing employees of their rights.

12. Review and Amendments

This policy shall be reviewed every 2 years or earlier if necessary.

Before amendments are made, consultation with all relevant stakeholders (employee representatives, trade unions, etc.) is required.