Maternity and Continued Participation Policy

Item	Details
Proposed Document Code	IMC-THE-POL-03
Version	1.1
Policy Owner	Human Resources in coordination with Student Affairs
Approving Authority	College Board of Directors
Approval Date	December 2025 15
Review Cycle	Every three years or when legislation or regulations are amended
Indicator	THE 5.6.3 | Maternity Policy

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	Approved the first version of the .policy	Recorded the initial approval date to support evidence of a maternity policy within the .reference period for THE 5.6.3
December 2025 15 Version 1.1	Updated the legal references and provisions on maternity, delivery and care leave and nursing breaks, and clarified financial and employment .effects and nursery provisions	Aligned entitlements with Article (83) of the Government of Dubai Human Resources Law .and Decree No. (14) of 2017
	Clarified academic support for women students and the employment and academic grievance .routes, and added a revision history	Explained how the policy supports women's continued participation in employment and education, and documented the review for .THE 5.6.3

1. Purpose and Scope

This policy supports women's continued participation in employment and education during pregnancy and after childbirth and facilitates their return to work or study. Its employment provisions apply to women employed by the College, including faculty subject to the Government of Dubai human resources system, under the eligibility rules for each type of appointment. Human Resources determines the applicable regime for other categories based on current legislation and the nature of the appointment. Academic support provisions apply to women students under the applicable regulations of their programmes.

2. Legal Framework

The employment provisions are based on Article (19) of Law No. (10) of 2011 Establishing Imam Malik College for Sharia and Law and Dubai Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources, which replaced the previous law under Article (139). Maternity, delivery and care leave and nursing breaks are governed by Article (83) of the Human Resources Law, Decree No. (14) of 2017 Concerning Maternity, Delivery and Care Leave for Female Employees of the Government of Dubai, and any legislation that replaces it.

Employment grievances are also governed by Articles (114), (116) and (117) of the Human Resources Law, Executive Council Resolution No. (4) of 2019 on the Disciplinary, Grievances and Complaints Code, and Decree No. (12) of 2021 on the Central Grievance Committee for Government of Dubai employees. Academic accommodations and grievances for women students are governed by the College's Internal Regulations and the approved regulations of the relevant programme.

3. Employment Entitlements

3.1 Maternity leave. An employee appointed to a permanent full-time or part-time post is entitled to ninety (90) consecutive days of maternity leave beginning on the date of childbirth. She may request to start the leave up to thirty (30) days before the expected date of delivery. It may be combined with annual leave and unpaid leave provided the total does not exceed one hundred and twenty (120) days from the start of maternity leave. Each type of leave is governed by its applicable rules.

3.2 Delivery leave and sick leave in cases of miscarriage. If a miscarriage occurs before the start of the twenty-fourth week of pregnancy, the employee is entitled to sick leave for a period determined by a medical report approved by the competent authority. She is entitled to sixty (60) days of delivery leave in the event of a stillbirth or miscarriage after the start of the twenty-fourth week, based on a medical report approved by the competent authority.

3.3 Nursing break. The employee is entitled to a paid two-hour break each day at the start of official working hours or before they end, from the end of maternity leave until the child reaches one year of age. A part-time employee qualifies if her official working hours are at least five hours per day. In accordance with the Dubai Government Human Resources Department's clarifications, the break is not granted during Ramadan or on Fridays to an employee whose official hours that day are reduced to four and a half hours.

3.4 Care leave for a child with a disability. An employee who gives birth to a child with a disability is granted care leave from the end of maternity leave until the child reaches one year of age. Under Article (6) of Decree No. (14) of 2017, the leave may be extended for a period not exceeding three years by decision of the head of the government entity or their delegate, based on a medical report approved by the competent authority.

3.5 Financial and employment effects of leave. The employee receives her monthly salary throughout maternity, delivery or care leave, excluding allowances and benefits linked to active performance of duties. Weekends and public holidays within the leave count towards its duration. The leave counts as actual service for all purposes, including annual leave and travel ticket entitlements. No such leave or part of it may be carried forward to the following year or exchanged for cash.

3.6 Childcare services. Human Resources counts the children under four years of age of employees who are mothers to the extent necessary to apply Article (8) of Decree No. (14) of 2017. If the number reaches twenty (20) or more, the College establishes a nursery on its premises. If no designated space is available, it may contract with a nearby nursery. If there are fewer than twenty children, the College may partner with another government entity to provide a shared nursery. Human Resources informs employees of the services actually available and their eligibility conditions.

4. Protection of Participation and Return to Work

.The College applies assessment, training, promotion, research and academic participation criteria fairly Pregnancy, use of prescribed leave or the nursing period must not be used to deny opportunities or adversely affect a performance assessment. The competent unit takes account of actual time worked and approved .objectives when assessing performance under the applicable rules

Human Resources coordinates with the employee and her line manager on cover during leave and arrangements for her return and nursing period. The authorised unit considers requests for temporary schedule changes in light of the regulations and the nature of the work. Dates and responsibilities are recorded and communicated to those .concerned

5. Academic Accommodations During Pregnancy and After Childbirth

Student Affairs receives support requests and coordinates with the academic department and Admissions and Registration to assess the effect on attendance, assessment or enrolment. The competent body determines an appropriate arrangement under the programme regulations, while preserving learning outcomes and academic .requirements

5.1 Deferral of admission. A newly admitted student may apply to Student Affairs to defer admission by up to two semesters for an acceptable reason under Article (35). Pregnancy and childbirth are acceptable reasons.

5.2 Suspension of enrolment and return. An application to suspend enrolment due to compelling circumstances is considered after completion of at least one full semester under Article (36) and referred to the Vice Executive President within their remit. The rules on retention of grades and the maximum suspension period in Articles (38) and (39) apply. Student Affairs coordinates the return within the prescribed time limits.

5.3 Assessment. If a student misses a final examination for a substantiated medical reason or an accepted compelling reason, the College Council considers an Incomplete grade when the conditions of Article (116) are met. Completion is arranged through an exceptional examination within approved deadlines under Article (117), where both articles apply.

5.4 Notification and follow-up. The student receives written notice of the decision, duration, steps to return or complete requirements, and any effects on enrolment, fees or scholarship under approved regulations, in coordination with Finance and the scholarship authority where appropriate.

6. Application and Grievance Procedures

Employees apply to Human Resources and students to Student Affairs through approved institutional channels. The relevant unit logs the request, verifies the required documents and refers it to the authorised decision-maker. Priority is given to cases involving an imminent examination or return to work or study. The applicant receives written notice of the decision and reasons, the grievance authority, procedures and deadlines. The relevant unit follows up on implementation.

Employees submit employment grievances to the competent Grievances and Complaints Committee within the prescribed procedures and deadlines. They may approach the Central Grievance Committee for Government of Dubai employees when the applicable conditions are met. Students submit grievances to the competent authority under approved academic regulations. The recusal, challenge and conflict-of-interest rules applicable to each route are observed.

7. Responsibilities

Responsible Unit	Responsibility
Human Resources	Apply and document entitlements, inform employees, coordinate their .return and review whether nursery provisions apply
Student Affairs and Admissions and Registration	Receive and coordinate student requests, document the effect of decisions .on enrolment and follow up on return to study
Academic Units	Assess academic arrangements, implement approved measures and .document completion
Office of Institutional Effectiveness and Strategic Planning	.Monitor evidence, aggregate results, corrective action and policy review