Paternity Leave and Childcare Participation Policy

Item	Details
Proposed Document Code	IMC-THE-POL-04
Version	1.1
Policy Owner	Human Resources in coordination with Student Affairs
Approving Authority	College Board of Directors
Issue Date	December 2025 15
Review Cycle	Every three years or when legislation or regulations are amended
Indicator	THE 5.6.9 | Paternity Policy

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	Approved the first version of the .policy	Recorded the first version's approval date to support evidence that the policy was in place .by 2025 under THE 5.6.9
December 2025 15 Version 1.1	Updated the wording on paternity leave and the legal references, and ,clarified support for student fathers .grievances and responsibilities	Aligned the policy with Article (84) of the Government of Dubai Human Resources Law and clarified how fathers' participation in childcare supports women's continued .participation in work and education

1. Purpose and Scope

The College enables fathers to participate in childcare after childbirth and share caregiving responsibilities, supporting women's continued participation in employment and education. Paternity leave provisions apply to College employees, including faculty subject to the Government of Dubai human resources system. Human Resources determines the applicable regime for other categories based on current legislation and the nature of appointment. Student fathers receive academic accommodations under the approved regulations of their programmes.

2. Legal Framework

Employment provisions are based on Article (19) of Law No. (10) of 2011 Establishing the College and Dubai Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources, particularly Article (84) governing paternity leave. Employment grievances are governed by the Disciplinary, Grievances and Complaints Code approved by Executive Council Resolution No. (4) of 2019 and Decree No. (12) of 2021 on the Central Grievance Committee for Government of Dubai employees. Academic accommodations and student grievances are governed by College regulations and approved programme regulations.

3. Paternity Leave and Continued Participation at Work

,An employee who becomes a father is granted three (3) working days of paternity leave at gross salary to be taken within one month of the child's birth. The entitlement covers births inside and outside the .UAE, under Article (84) and the Dubai Government Human Resources Department's clarifications

The employee applies to Human Resources through the approved channel, specifies the requested leave dates and attaches proof of birth. Human Resources verifies eligibility, records the leave, informs the employee of the dates and processes the request in time for him to use the leave within the statutory period. The line manager or department head arranges cover for work and teaching duties during the .leave

The College prohibits using entitled paternity leave as grounds for adversely affecting a performance assessment or denying promotion, training or academic participation. An employee may request a temporary work schedule adjustment for childcare. The competent unit decides on this separately from .the paternity leave entitlement, under the regulations and in light of the nature of the work

4. Academic Accommodations for Student Fathers

A student whose attendance, assessment or enrolment is affected by childbirth or care of a newborn may apply to Student Affairs. Student Affairs coordinates with the academic department and Admissions and Registration to assess the circumstances and refer the request to the authorised decision-maker. Depending on the case, it considers deferral of admission or suspension of enrolment and return under Articles (35) to (39), or an Incomplete grade and a make-up examination if a final examination was missed under Articles (116) and (117), where the provisions apply and their conditions .are met

Student Affairs informs the student in writing of the decision, reasons, duration, steps to return or .complete requirements, and any effects on enrolment, fees or scholarship under approved regulations

5. Grievances and Information Protection

Employees submit grievances to the competent Grievances and Complaints Committee under the prescribed procedures and deadlines. They may approach the Central Grievance Committee for Government of Dubai employees when its conditions are met. Students submit grievances to the competent authority under the academic regulations. Applicants are informed of the grievance authority, procedures and time limits. The College protects them from retaliation for submitting a good-.faith request or grievance

Birth documents and family data are kept in restricted-access records. Disclosure to the line manager or .academic unit is limited to the information necessary to implement the decision

6. Implementation, Monitoring and Publication

.Human Resources implements and documents paternity leave provisions and informs employees of them Student Affairs and academic units follow up on approved accommodations. In coordination with the relevant units, the Office of Institutional Effectiveness and Strategic Planning reviews the number of requests and leaves taken within the statutory period, processing times, reasons for delays and approved academic .accommodations. Findings are presented in aggregate to protect beneficiaries' identities

The approved version is published in the Knowledge Management System (KMS) archive accessible to all College employees and on the College website through a direct public link. The published .version shows the version number and the approval, effective and last review dates, as applicable ,The Office of Institutional Effectiveness and Strategic Planning retains the approval decision .version history, publication link and dated implementation evidence with identifying data removed .The policy is reviewed every three years or when relevant legislation or regulations are amended

7. Responsibilities

Responsible Unit	Responsibility
Human Resources	,Inform employees of paternity leave entitlements, verify applications record leave and notify employees of dates, and follow up to enable .leave to be taken within the statutory period
Line Manager or Department Head	Arrange cover for work and teaching duties during paternity leave .and implement approved temporary schedule changes for childcare
Student Affairs and Admissions and Registration	Receive requests from student fathers, coordinate assessment and ,referral to the competent authority, communicate decisions document effects on enrolment and follow up on return to study .where appropriate
Academic Units	Consider attendance and assessment accommodations under programme regulations, implement approved measures and .document completion of academic requirements
Office of Institutional Effectiveness and Strategic Planning	Monitor implementation evidence for THE 5.6.9, review aggregate ,data on leave taken, processing times and academic accommodations .follow up on corrective actions and review the policy periodically