

## PAKISTAN INSTITUTE OF FASHION AND DESIGN, LAHORE

### RULES / TORS PERTAINING TO MATERNITY AND PATERNITY LEAVE FOR EMPLOYEES OF PIFD

#### 1. **Eligibility and Pay**

*Maternity and Paternity Leave, as per the Maternity and Paternity Leave Act, 2023, may be granted on full pay, outside the leave account, to female and male Institute employees; detailed as follows:*

#### Maternity Leave:

- **Eligibility:** Female employee anticipating childbirth.
- **Duration and Pay:**
  - 180 days (approximately 6 months) for the first childbirth.
  - 120 days (approximately 4 months) for the second childbirth.
  - 90 days (approximately 3 months) for the third childbirth.
- **Limitations:** Maternity leave is granted for up to three births. For subsequent births, leave may be taken from the employee's existing leave balance or as unpaid leave.

#### Paternity Leave:

- **Eligibility:** Male employee expecting his spouse to give birth.
- **Duration and Pay:** 30 days (approximately 1 month) for each of the first three births.
- **Limitations:** Paternity leave is available for up to first three births. For additional births, leave may be taken from the employee's existing leave balance or as unpaid leave.

#### 2. **Application Submission Process**

- **Consultation with Supervisor and considering semester dates:-** A female employee must consult with the concerned Course Coordinator/HOD before applying for maternity leave and the dates of the current semester should be taken into consideration to ensure a smoother transition and minimize academic disruption.
- **Leave Request Timeline:-** Maternity/paternity leave requests should be submitted to the HR Section of the Registrar office, six (06) months before the expected confinement date.
- **Medical Certificate Requirement for Female Employees:-** Female employee must provide a medical certificate from a registered medical practitioner confirming the pregnancy and expected date of delivery.
- **Birth Certificate Requirement for Male Employees:-** Male employee must provide a birth certificate or a medical certificate from a registered medical practitioner confirming the birth of the child.

**3. Application Approval Workflow**

- *The Registrar will forward Maternity Leave/Paternity leave application with recommendations of the concerned Course Coordinator/ HOD to the Competent Authority for approval.*
- *After seeking approval of the Competent Authority, Maternity / Paternity Leave of the employee will be notified and copy of the same will be sent to the Treasurer Office and the concerned department.*

**4. Combination with Other Leave**

*Maternity and paternity leave may not be granted in continuation of, or in combination with, any other kind of leave except earned leave as may be due and admissible.*