1.0 OBJECTIVES

1.1 In alignment with Universidad De Manila's commitment to fostering an inclusive, supportive, and family-friendly academic environment, this Maternity and Paternity Policy is established to provide equitable support for both mothers and fathers.

2.0 This policy addresses maternity and paternity leave, child-rearing resources, and on-campus childcare facilities to support the academic success and well-being of recent parents, ensuring that their familial responsibilities do not impede their educational or professional progress.

3.0 SCOPE (COVERAGE OF PROCEDURE)

This policy applies to all Universidad De Manila students and employees, including academic and administrative staff, who are recent or expectant parents. It includes provisions for leave, accessible childcare, and other support mechanisms to facilitate the integration of family responsibilities with educational or professional obligations.

4.0 POLICIES

5.0 Students who become recent parents may request maternity or paternity leave, enabling them to take time away from academic responsibilities without penalty. Maternity leave of up to 60 days and paternity leave of up to 15 days will be granted, with the option for additional time based on individual circumstances. Students on leave will have the option to re-enroll in their courses upon return or make alternative arrangements to complete missed coursework.

6.0 Diversity and Inclusion in the Workplace. The university values diversity and encourages representation from various backgrounds. We recognize that a diverse workforce enriches the workplace environment and contributes to a more dynamic, innovative academic community. Employees will have equal access to professional growth and development opportunities, fostering an environment that respects and celebrates individual differences.

7.0

Staff: Universidad De Manila staff are entitled to maternity leave of up to 105 days and paternity leave of up to 7 days, in accordance with Philippine law, with the option for additional leave if required for medical or family reasons.

8.0 **Childcare Facilities on Campus**. The university will provide accessible childcare facilities to support students and staff with young children. These facilities will be designed to meet the needs of infants and young children, offering a safe and nurturing environment for childcare during university hours. Childcare facilities will operate close to campus buildings to allow parents the convenience of attending classes, teaching, or fulfilling professional duties while ensuring their children are cared for.

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9.0 Students: To support new parents in balancing academic and family responsibilities, Universidad De Manila will offer flexible learning options, including remote learning, access to recorded lectures, or modified assignments. Students may coordinate with faculty and academic advisors to create tailored schedules or deadlines.

10.0 Staff: New parents employed by the university will be supported with flexible work arrangements, such as adjusted hours or work-from-home options, to allow for an effective balance between work responsibilities and child-rearing duties.

11.0 **Support and Counseling Services**. To address the emotional, mental, and physical well-being of new parents, Universidad De Manila will offer counseling and support services through the Office of Student Affairs and the Human Resources Department. Support groups, individual counseling, and family support resources will be available to provide guidance on managing the transition to parenthood within an academic or work setting.

12.0 **Parenting and Child Development Resources**. The university will provide access to resources and workshops on parenting and child development, including topics on health, nutrition, early childhood education, and work-life balance. These resources aim to equip parents with knowledge and skills to navigate their new responsibilities effectively.

13.0 **Protection Against Discrimination**. Universidad De Manila prohibits any form of discrimination against individuals based on their parental status. Recent parents will be granted the same rights, privileges, and opportunities as other members of the university community. The university commits to providing a respectful and supportive environment where new parents can continue to pursue their academic and professional goals without fear of stigma or disadvantage.

Implementation and Responsibilities

1. **Office of Student Affairs**. The Office of Student Affairs will oversee maternity and paternity leave applications, provide guidance to students on their options, and coordinate childcare resources and academic flexibility arrangements.
2. **Human Resources Department**. Human Resources will manage maternity and paternity leave applications for university staff, ensuring compliance with legal requirements and facilitating flexible work arrangements as needed.
3. **Childcare Services Management**. The university's childcare facility management team will maintain a safe, accessible, and high-quality childcare environment. They will coordinate with

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parents to support the care and development of young children while their parents attend classes or fulfill work responsibilities.

4. **Campus Safety and Security**. The security team will ensure that childcare facilities are protected and that safety protocols are in place to guarantee a secure environment for children and parents alike.
5. **Regular Review and Feedback**. Universidad De Manila will conduct periodic evaluations of maternity and paternity support services to ensure they meet the evolving needs of the university community. Feedback from recent parents, both students and staff, will be integral to assessing the quality and relevance of services.

Compliance and Reporting

All members of the university community are expected to support this policy and contribute to a family-friendly environment that respects and uplifts recent parents. Any concerns or incidents of discrimination against new parents may be reported to the Office of Student Affairs or Human Resources. The university will address complaints swiftly and fairly, ensuring confidentiality and appropriate action.

Through this Maternity and Paternity Policy, Universidad De Manila reinforces its commitment to supporting new parents as they navigate the responsibilities of higher education and family life. By providing flexible options, accessible childcare, and a welcoming environment, we empower parents to achieve academic and professional success alongside their roles as caregivers.

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PREPARED BY:	APPROVED BY:		
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