

AU Nursery Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	March 2022	Fall 2022/2023
SCOPE	The policy is applicable to all full-time employees.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. Kuwait Labor Law Article 25 (Employment of Women): The employer shall establish a nursery for children below the age of 4 at the place of work in the event where the number of female workers exceeds 50 or the number of workers exceeds 200.		
1.POLICY PROVISIONS			

- 1.1. In accordance with Article 25 of the Kuwait labor law, all AU full-time female employees shall be eligible for the nursery benefit provided by AU.
- 1.2. All female staff wishing to enroll their children in a nursery facility shall receive payment for the nursery fees based on registration of child and proof of payment.
 - 1.2.1. The entitlement covers a maximum of two children up to the age of 4 years for each enrollment.
 - 1.2.2. The nursery fees payment shall not exceed the maximum amount allowed and approved by the university for each child with a minimum of two payments per year i.e. at the beginning of each semester for the respective nursery.
 - 1.2.3. In case of advanced payment, the child registration form shall be provided to HR and the staff shall provide proof of payment within 2 weeks of receipt of payment.
 - 1.2.4. In case of reimbursement, the receipt of payment for the nursery fees shall be provided to the HR department after the child has been enrolled in the nursery.
- 1.3. All male staff members with an employment contract prior to the issue of the Nursery policy will continue to receive nursery benefit as per articles 1.2.2 and 1.2.3 for already enrolled children up to the age of 4 years.
- 1.4. In the case of termination within the academic year, the staff member will not be required to pay back any nursery fees paid by AU for the relevant academic year.
- 1.5. In the case of resignation within the academic year, staff will be required to reimburse AU for the nursery fees paid for the remaining period.

ATTACHMENTS	- Nursery Process Flowchart - Nursery Application Form
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