

AU Sick, Compassionate, Maternity, Paternity, Hajj, Professional Development, Study and Well-being Leave Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	September 2023	Fall 2023/2024
SCOPE	The policy applies to all full-time AU staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University.		
	Compassionate Leave: 3 days leave on the death of a first and second degree relative as per the Kuwait labor law. Maternity Leave: 70 days maternity leave.		
	Professional Development Leave: is time off for training or development activities, outside the AU campus, which fulfill specific skill development needs, are approved by the departmental manager and paid for by the department budget.		
	Sick Leave: is time-off during periods of temporary illness. This is a staff benefit provided in the Kuwait labor law.		
	Study Leave: is time of to attend activities that are part of a relevant programme of academic study i.e. a Phd. Year: refers to the academic year.		
	Well-being Leave: The university offers well-being leave of 2 days per academic year for those employees experiencing mental or physical conditions that make it difficult for them to attend work.		
1. POLICY PROVISIONS			

1.1. All staff members requiring Sick, Compassionate, Maternity, Hajj, Professional Development and Study leave shall apply their leaves on the Mena-Me system.

Sick Leave

1.2. An employee whose sickness is certified by a medical report is entitled to the following sick leave during the year as follows:

- 15 days – at 100% pay.
- 10 days – at 75% pay.
- 10 days – at 50% pay.
- 10 days – at 25% pay.
- 30 days – with no pay

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- 1.3. All sick leaves are authorized based upon the provision of a valid medical report authenticated by a public or private hospital. A medical report from the private hospital should also be authenticated by Ministry of Health.
- 1.4. Sick leaves are not accumulated to the following year's annual leave days balance. cases of sick leaves exceeding the period allowed as stated above, Management has the right to terminate the contract of employment.
- 1.5. Staff are permitted to take a one-day sick leave without submitting a medical report. However, this leave cannot be taken on a Sunday or Thursday on any given week.

Compassionate (Bereavement) Leave

- 1.6. In the event of a first- and second-degree relative's death, a staff member is entitled to a three-day paid leave:
 - 1.6.1. First degree relatives: spouse, son, daughter, father, mother, brother, sister, grandmother and grandfather.
 - 1.6.2. Second degree relative: father-in-law, mother-in-law, brother-in-law, sister-inlaw, grand-son, grand-daughter, grand father-in-law, grand mother-in-law, uncle, aunt.
- 1.7. If the husband of a Muslim female staff member dies, then the staff member is entitled to 4 months and 10 days of paid leave. During the leave, the staff member shall not be entitled to work for another employer.
- 1.8. If the husband of a non- Muslim female staff member dies, then the staff member is entitled to a paid leave of 21 days.
- 1.9. It is the responsibility of staff to:
 - 1.9.1. Notify the relevant Line Manager or Head of Department of any absence in accordance with this policy.
 - 1.9.2. Provide a copy of the death certificate to the HR department within 5 working days.
 - 1.9.3. Apply for compassionate leave on the Mena-Me Application after resuming work immediately.

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- 1.10.** Leave Extension after Compassionate Leave should be as per AU Leave without Pay Policy.

Maternity Leave

- 1.11.** A female pregnant staff member shall be entitled to a paid maternity leave of 70 days, not included in her other leaves provided that she gives birth within this period.
- 1.12.** After completing the maternity leave, the employer can grant a working woman, based on her request, leave of not more than four months without pay to care for the baby.
- 1.13.** The staff member shall provide the HR Department with the following documents:
- 1.13.1.** Medical report indicating the current stage of pregnancy and the approximate date of delivery.
- 1.13.2.** Birth certificate copy of the newborn baby after her return from maternity leave.
- 1.14.** The staff member shall apply for leave on the Mena-Me Application after resuming work immediately.
- 1.15.** In the event that a pregnant staff member is on annual leave, the maternity leave will commence on the birth of the baby. The annual leave days will be credited to the staff member accordingly.

Paternity Leave

- 1.16** AU male staff members shall be entitled to a paid paternity leave of 5 days upon the birth of a child in Kuwait, not included in other leaves. This leave enables fathers to support the mother after the delivery period and to actively participate in childcare duties.

Haj Leave

- 1.17.** The staff member who spent two continuous years working for AU shall be entitled to 21 days leave with pay to perform Hajj pilgrimage provided that he had not performed hajj before.

Professional Development Leave

- 1.18.** There is a maximum allowance of 5 days per year.

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Study Leave

1.19. There is a maximum allowance of 5 days per year.

Well-being Leave

1.20. The university offers 2 days of welfare leave per academic year to full-time employees who are experiencing mental or physical conditions that prevent them from attending work. This leave cannot be taken on Sundays or Thursdays and must be applied for through Mena-HR. The purpose is to provide a supportive environment for employees to take time off and prioritize their well-being when necessary.

ATTACHMENTS	- Medical Form