



UNIVERSITY
OF BAHRAIN

Parental Policy (Family Support)

Authority / Owner of Policy: Director General of Administrative Services

Effective: November 6, 2025

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POLICY INFORMATION

Title:	Parental Policy (Family Support)
Policy Description:	This policy establishes a unified framework for maternity, paternity, breastfeeding, and leave provisions, ensuring a supportive and inclusive

academic and professional environment for employees and students with family responsibilities.

Policy Scope:	☐ Academic ☐ Administrative ☐ Research ☐ Student ☒ General
Policy Status	☒ New policy ☐ Revision of existing policy
Approval Authority:	University of Bahrain Council
Authority/ Owner of Policy:	Director General of Administrative Services
Relevant Sustainable Development Goals (SDGs):	Sustainable Development Goal 5 – Gender Equality Indicators: 5.6.3 Maternity Leave Policy 5.6.9 Paternity Leave Policy 5.6.5 Childcare Facilities for Employees and Faculty 5.6.4 Childcare Facilities for Students
Approval Date:	November 6, 2025
Effective Date:	November 6, 2025
Approval Date of Last Revision:	November 6, 2025
Date of Next Revision:	November 2030
University Council Decision No.:	603/2/2025
Document ID:	UOB-GDAS-PO-003
Related Documents:	Civil Service Law No. (48) of 2010; Decision No. (51) of 2012 which enacts the Executive Regulations of the Civil Service Law ("the Executive Regulations of the Civil Service Law"); Law No. (59) of 2014 amending Article (5) of Law No. (74) of 2006 concerning the Care, Rehabilitation, and Employment of Persons with Disabilities; Personal Data Protection Law (PDPL) No. 30 of 2018; the Study and Examinations Regulation of the University of Bahrain; the Gender Equality and Inclusion Policy.

Policy Stakeholders

☐ President

☐ Vice President

☐ Legal Advisor

☐ Deans

☐ Directors

☐ Faculty members

☐ Students

☐ Admin Staff

☒ All University Affiliates

1 Definitions

University: University of Bahrain

President: University President

Family support leave: Any form of paid or unpaid leave granted to employees for family-related responsibilities, in accordance with the Civil Service Law and its Executive Regulations, including:

- Maternity Leave: A paid leave of 60 days, commencing from the official date of childbirth.
- Special Leave for an Employee: A short-term, emergent leave granted for any reason, including the birth of a child for him, in accordance with Article 32 (c) of the Executive Regulations of the Civil Service Law.
- Marriage Leave: Three working days of paid leave granted once during an employee's service.
- Bereavement Leave: Three working days of paid leave granted upon the death of a relative up to the fourth degree.
- Waiting Period Leave (Iddah): A leave period of four months and ten days for a Muslim female employee in the case of her husband's death.

- Nursing Leave: Two hours daily following maternity leave until the child reaches two years of age.
- Sick Escort Leave: Paid leave to accompany a relative up to the fourth degree who is receiving medical treatment outside of Bahrain, with a maximum of 60 working days per year.
- Disability Care Leave: A daily two-hour leave for an employee responsible for caring for a dependent person with a disability.
- Unpaid Leave (for Family Reasons): Granted to a married couple if one spouse travels to work or reside abroad, in accordance with the provisions of paragraph (a) of Article (32) of the Executive Regulations of the Civil Service Law.
- Childcare Leave: Granted to a female employee to care for her child under six years of age (with a maximum of two years at a time and for a total of three times throughout her service).

Family Support Measures: Locations and Facilities (such as nursing rooms, flexible working hours, and childcare or disability support) provided by the university.

2 Policy Purpose

This policy aims to create a family-friendly environment that supports work-life balance, promotes the well-being of academic and administrative staff and students, and facilitates women's participation and continuity in study or work at the university by providing institutional support and procedural facilities, in accordance with civil service legislation.

3 Policy Scope

This policy applies to academic and administrative staff and students who require family-related support or facilities during their period of study or employment.

4 Policy Statement

Use the following Outline format:

4.1 Commitment to Family Support:

The University recognizes that family and caregiving responsibilities are an integral part of community life. Therefore, it is committed to providing structured leave benefits, flexible work options, and family support measures.

4.2 Core Principles:

- a. Compliance: All family support leave for academic and administrative staff is applied in accordance with the Civil Service Law and its Executive Regulations, while also implementing the additional facilities approved by the University in this policy.
- b. Inclusivity: Family support is available to all eligible academic and administrative staff and students, regardless of gender or social status.
- c. Flexibility: The relevant/competent authority in the University may adjust workload or study schedules to accommodate parenting or caregiving needs.
- d. Confidentiality and Respect: All leave requests and documents are processed with strict confidentiality and in accordance with the Personal Data Protection Law No. 30 of 2018.

5 Roles and Responsibilities

- University Council: Approves the policy.

- Director General of Administrative Services: Ensures the integration of family support initiatives for academic and administrative staff across various organizational units of the University.
- Human Resources Manager: Manages all leave and family support provisions in accordance with the Civil Service Law, its Executive Regulations, and this policy.
- Dean of Student Affairs: Provides academic facilities and advisory support to students.
- Sustainability Committee: Monitors the impact of family support initiatives on the University's achievement of Sustainable Development Goal (SDG) 5 and (SDG) 3.

6 Policy Procedures

6.1 Leave Request Process:

- a. Staff submit a formal leave request to their direct supervisor using the standardized form along with supporting documentation. The supervisor then forwards the request to the Human Resources Department.
- b. Students submit their requests to the Deanship of Student Affairs to obtain family support accommodations and measures.

6.2 Return to Work and Study:

Following an employee's return to work or a student's return to study, the following shall be considered:

- c. Alleviation of Academic and Administrative Loads: For academic staff returning from extended maternity or childcare leave, the academic department, in coordination with the college dean, may grant a temporary reduction in teaching load, administrative duties, or both for one semester following their return. This is to ensure effective reintegration into the academic environment without a negative impact on professional development.

- d. The relevant/competent authorities may adjust the administrative workloads for administrative employees returning from maternity leave or family support leave.
- e. Nursing mothers (female employees) are entitled to nursing leave (care hours) upon submission of supporting medical certificates.
- f. The student benefits from the facilities granted to them in accordance with the provisions of the Study and Examinations Regulations concerning emergent excuses related to family support.

6.3 Support Measures:

- g. The University allocates private and secure lactation rooms within the campus for nursing female employees and students.
- h. The University grants flexible work mechanisms or temporary remote work options, wherever feasible, to accommodate parenting or caregiving responsibilities, in alignment with the Civil Service Regulations.
- i. The Deanship of Student Affairs provides advisory services to students concerning family support.

6.4 Monitoring and Reporting:

- j. The Human Resources Department maintains records of all family support leave requests and approvals for internal review and evaluation.
- a. The Sustainability Committee is responsible for collecting data related to leave rates and publishes a summary of the findings as part of the University's Impact Report (SDG 5 and SDG 3).

7 Contact Information

For further assistance regarding the implementation of this procedure, related inquiries may be directed to the Director General of Administrative Services:

Email: (dgas@uob.edu.bh)