

## PSBU SDG 5 Policy: Maternity and Parental Leave Policy

### Purpose

PSBU is dedicated to fostering an inclusive and supportive environment for all employees. This policy outlines our commitment to providing equitable maternity and parental leave, ensuring that all parents regardless of gender identity—have the opportunity to care for and bond with their newborn or newly adopted child without compromising their financial stability or career progression.

### Scope

This policy applies to all permanent and fixed-term staff members at PSBU, including academic, professional, and casual employees who meet the eligibility criteria outlined herein.

### Policy Commitments

#### 1. Maternity Leave

- **Eligibility:** All female-identifying employees who have completed a minimum of 12 months of continuous service with PSBU are entitled to maternity leave.
- **Duration:** Up to 26 weeks of paid maternity leave, followed by an additional 26 weeks of unpaid leave, if desired.
- **Compensation:** Paid maternity leave is provided at the employee's full base salary.
- **Superannuation:** PSBU will continue to contribute to the employee's superannuation during the paid maternity leave period.

#### 2. Parental Leave

- **Eligibility:** All employees, regardless of gender identity, who are the primary caregiver of a newborn or newly adopted child.
- **Duration:** Up to 26 weeks of paid parental leave, followed by an additional 26 weeks of unpaid leave, if desired.
- **Compensation:** Paid parental leave is provided at the employee's full base salary.
- **Superannuation:** PSBU will continue to contribute to the employee's superannuation during the paid parental leave period.

#### 3. Partner Leave

- **Eligibility:** All employees who are partners of the primary caregiver.
- **Duration:** Up to 4 weeks of paid partner leave, to be taken within the first 12 months following the birth or adoption of a child.





កុំភ័យការងារវិទ្យាល័យព្រះសីហមុនីរាជ

Date: .....

- **Compensation:** Paid partner leave is provided at the employee's full base salary.
- **Superannuation:** PSBU will continue to contribute to the employee's superannuation during the paid partner leave period.

4. Shared Parental Leave Option

- **Eligibility:** Employees who have been granted maternity or parental leave.
- **Duration:** Employees may choose to share their leave entitlements, allowing for flexible arrangements that best suit their family needs.
- **Compensation:** Compensation during shared leave is provided at the employee's full base salary, prorated according to the agreed-upon leave distribution.
- **Superannuation:** PSBU will continue to contribute to the employee's superannuation during the paid shared leave period.

5. Job Protection and Return to Work

- **Job Security:** Employees are entitled to return to their same position or an equivalent role upon conclusion of their leave.
- **Flexible Work Arrangements:** PSBU supports flexible work options, including part-time work and remote work, to facilitate a smooth transition back to the workplace.
- **Reintegration Support:** Employees returning from parental leave will have access to reintegration programs, including mentorship and phased return options.

6. Non-Discrimination and Inclusivity

- **Inclusive Language:** PSBU employs inclusive language in all communications related to maternity and parental leave to ensure all employees feel respected and valued.
- **Support for Diverse Families:** The policy is inclusive of all family structures, including single parents, same-sex couples, and adoptive parents.
- **Training and Awareness:** Regular training sessions will be conducted to raise awareness about the policy and its provisions, ensuring all employees are informed and supported.

Responsibilities

- **Human Resources Department:** Ensure the implementation and management of this policy, provide guidance to employees, and maintain accurate records.
- **Managers and Supervisors:** Support employees in planning and taking leave, facilitate flexible work arrangements, and assist in the reintegration process.





## កុម្មិតសាកលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: .....

- **Employees:** Notify their supervisor and Human Resources of their intention to take leave as early as possible, adhere to the terms of the policy, and participate in reintegration programs upon return.

### Measurement and Accountability

- **Annual Reporting:** Human Resources will provide an annual report to the Executive Committee detailing the uptake of maternity and parental leave, return-to-work rates, and any issues or concerns raised by employees.
- **Policy Review:** This policy will be reviewed every three years to ensure its effectiveness and alignment with best practices and legal requirements.

### Related Policies and Strategies

- PSBU Gender Equality and Access Policy
- PSBU Non-Discrimination Policy
- PSBU Flexible Work Arrangements Policy
- PSBU Employee Wellbeing Strategy

### Review Cycle

This policy will be reviewed every three years, or sooner if:

- Changes in legislation or regulations occur.
- Feedback from employees indicates a need for revision.
- There are significant changes in PSBU's operations or workforce demographics.



Next Review Date: September 2026 (Academic Year 26/27)