SDG
05
GENDER EQUALITY

EVIDENCE DOCUMENT | INDICATOR 5.6.9

Paternity policy

METRIC 5.6 Women's progress measures

REFERENCE YEAR	COVERAGE	DATE PREPARED
In place by 2025	All University employees, all campuses	4 November 2026

ISSUING OFFICE	EVIDENCE ID
Directorate of Quality Assurance, Head Office	E-05-5.6.9

THE SIR 2027 REQUIREMENT

Does your university as a body have a paternity policy that support women's participation by ensuring that non-gestational parents can participate in childcare duties?

01 Statement of Evidence

Bahria University's direct answer to the requirement

Yes. Bahria University's Human Resource Policy Manual (2023), the employment policy of the University and all its campuses, gives fathers paid paternity leave so that they can share in the care of a newborn child while mothers continue their work or studies. Under para 4.8.1(b), a male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay of up to thirty days, outside his leave account, so that it does not reduce his other leave. It is available up to three times in his service, as in the Maternity and Paternity Leave Act, 2023 (para 4.8.1(c)). Maternity and paternity leave is one of the types of leave to which University employees are entitled (para 4.2.1(d)), and the Manual applies to all employees of the University and its constituent units (para 1.1.1). The Manual was approved by the Bahria University Executive Committee at its 19th meeting on 20 July 2023 and promulgated with effect from 2 August 2023, replacing the HR Policy Document of 2017, and it was in force throughout 2025. Amendment No. 01 of 23 October 2025 added maternity and paternity leave to Annex I and confirms that eligible employees shall not be refused these entitlements. Amendment No. 02 of 11 June 2026 removed chapter 11; the leave entitlement in para 4.8 remains unchanged. First approved: 2023. Last reviewed: 2026.

02 Evidence and Activity Record

Dated facts and records that substantiate the statement

Section 1 presents the Human Resource Policy Manual (2023), shown from its cover, Certificate of Promulgation and Record of Amendments through its complete table of contents, followed by the pages cited and enlarged extracts. Section 2 explains how the provision supports women's participation and its basis in national law. Section 3 summarises the evidence against each element of the requirement, with the dates of approval and review.

TABLE 1 Paternity leave, in place by 2025

No.	Element	Record	Provision	Date	Evidence
1	Paternity leave	A male employee expecting his wife to give birth is granted, at his option, paternity leave on full pay outside his leave account	Up to 30 days	From 2 Aug 2023	HR Manual, para 4.8.1(b)
2	Frequency	Available up to three times in service, as in the Maternity and Paternity Leave Act, 2023	Three times	From 2 Aug 2023	Para 4.8.1(c)
3	Entitlement	Maternity and paternity leave a type of leave to which University employees are entitled	All employees	From 2 Aug 2023	Para 4.2.1(d)
4	Coverage	All employees of the University and its constituent units, including those on deputation	All campuses	From 2 Aug 2023	Para 1.1.1
5	Maternity leave	Full pay outside the leave account for women employees	180, 120 and 90 days	From 2 Aug 2023	Para 4.8.1(a)
6	First approved	Executive Committee, 19th meeting, Agenda Item II (para 11); promulgated w.e.f. 2 August 2023	Policy approved	20 Jul 2023	Certificate of Promulgation
7	Last reviewed	Amendment No. 02: chapter 11 removed; para 4.8 unchanged	Policy reviewed	11 Jun 2026	Record of Amendments
8	In force in 2025	Manual in force throughout 2025	Yes	2025	Certificate; Record of Amendments

1. Human Resource Policy Manual (2023): paternity leave

The Human Resource Policy Manual (2023) governs the service of all employees of the University, including those of its constituent units and those serving on deputation (para 1.1.1). Chapter 4 sets out the leave to which employees are entitled, and maternity and paternity leave is one of the nine types of leave listed (para 4.2.1(d)).

Para 4.8.1(b) grants a male employee expecting his wife to give birth up to thirty days of paternity leave on full pay, at his option and outside his leave account. It does not reduce his other leave. Para 4.8.1(c) allows maternity and paternity leave up to three times during the employee's entire service; further leave may come from the employee's leave account or be extraordinary leave without pay. Para 4.8.2 includes a still-born child and service before joining BU in its definitions. Women receive 180, 120 and 90 days of paid maternity leave for the first, second and third births (para 4.8.1(a)).

The Registrar's Certificate of Promulgation records approval at the 19th Executive Committee meeting on 20 July 2023 (Agenda Item II, para 11), effective from 2 August 2023, superseding the 2017 HR Policy Document. Amendment No. 01 of 23 October 2025 (DHR) adds paras 1.3.7 and 1.25.2 and maternity/paternity lines in Annex I, which confirms that eligible employees shall not be refused these entitlements. Amendment No. 02 of 11 June 2026 removes chapter 11, Psychological Services, while para 4.8 remains unchanged (Table 2).

Table 2: Approval, review and status in 2025 of the paternity policy

Event	Date	Authority or record	Source
First approved	20 July 2023	Bahria University Executive Committee, 19th meeting, Agenda Item II (para 11)	Certificate of Promulgation, page 2
In force	From 2 August 2023	Promulgated on approval of the minutes by the Chairman; supersedes the BU HR Policy Document (2017)	Certificate of Promulgation, page 2
Status in 2025	Throughout 2025	Paternity leave provision (para 4.8.1(b)) in force	Record of Amendments, page 3
Amended in 2025	23 October 2025	Amendment No. 01 (DHR): maternity/paternity leave lines added to Annex I; eligible employees shall not be refused their entitlement	Amendment register, PDF page 3; Annex I, PDF pages 96–98
Last reviewed	11 June 2026	Amendment No. 02, minutes of the 48th Academic Council and 23rd Executive Committee meetings; chapter 11 removed, para 4.8 unchanged	Record of Amendments, page 3
Reported for this indicator	Created 2023; reviewed 2026		

The Manual is shown from its cover, Certificate of Promulgation, Record of Amendments and preface through its complete table of contents (pages 1 to 9), one page at a time, followed by the pages cited and enlarged extracts.

1. Human Resource Policy Manual (2023) (continued)

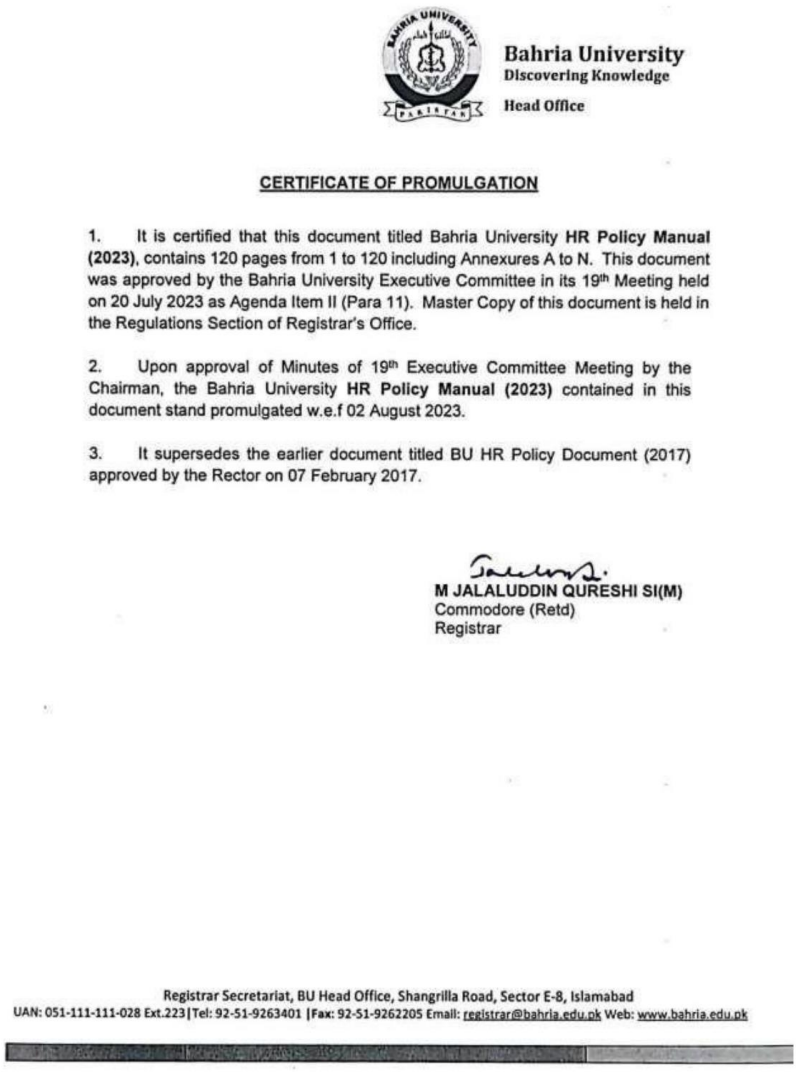
BAHRIA UNIVERSITY

HUMAN RESOURCE POLICY MANUAL (2023)

1

Figure 1: Human Resource Policy Manual (2023), page 1: cover.

1. Human Resource Policy Manual (2023) (continued)



Bahria University
Discovering Knowledge
Head Office

CERTIFICATE OF PROMULGATION

1. It is certified that this document titled Bahria University **HR Policy Manual (2023)**, contains 120 pages from 1 to 120 including Annexures A to N. This document was approved by the Bahria University Executive Committee in its 19th Meeting held on 20 July 2023 as Agenda Item II (Para 11). Master Copy of this document is held in the Regulations Section of Registrar's Office.

2. Upon approval of Minutes of 19th Executive Committee Meeting by the Chairman, the Bahria University **HR Policy Manual (2023)** contained in this document stand promulgated w.e.f 02 August 2023.

3. It supersedes the earlier document titled BU HR Policy Document (2017) approved by the Rector on 07 February 2017.

M JALALUDDIN QURESHI SI(M)
Commodore (Retd)
Registrar

Registrar Secretariat, BU Head Office, Shangrilla Road, Sector E-8, Islamabad
UAN: 051-111-111-028 Ext.223|Tel: 92-51-9263401 |Fax: 92-51-9262205 Email: registrar@bahria.edu.pk Web: www.bahria.edu.pk

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Figure 2: Human Resource Policy Manual (2023), page 2: Certificate of Promulgation, signed by the Registrar: approved by the Bahria University Executive Committee at its 19th meeting on 20 July 2023 (Agenda Item II, para 11), promulgated with effect from 2 August 2023, superseding the BU HR Policy Document (2017).

1. Human Resource Policy Manual (2023) (continued)

Copy No. ___

Record of Amendments

Amendment No.	Dated	Authority for Amendment	Articles Amended
01	23 October 2025	DHR	Added paras 1.3.7 and 1.25.2; maternity/ paternity lines in Annex I (Leave Approving Authority)
02	11 June 2026	Minutes of 48th ACM/ 23rd ECM of Bahria University	Removal of Ch 11 "Psychological Services"

Note: Amendments are to be recorded, cross-checked and their incorporation in thedocuments authenticated (with name, designation and signature).

3

Figure 3: Human Resource Policy Manual (2023), page 3: Record of Amendments: No. 01 of 23 October 2025 (DHR), including maternity/paternity lines in Annex I; No. 02 of 11 June 2026, removal of chapter 11, Psychological Services.

1. Human Resource Policy Manual (2023) (continued)

PREFACE

1. Bahria University over the period has expanded in its scope, size and magnitude. It is spread over 3 major cities of Pakistan with multi-disciplined c ampusesfully geared up for quality education in the fields of Management Sciences, Engineering Sciences, Humanities & Social Sciences, Health Sciences, Professional Psychology and Law.

2. To run such a large organization, Human Resource (HR) in the form of Faculty, Administrative and Technical Staff is of paramount importance. Such staff is to be carefully hired, retained and taken care of. Over the last few years, HR Directorate at BU Head Office has engaged itself in the formulation of policies for said purposes. These policies were prepared, and compiled in single document for easy excess and ready reference. However, frequent updates and revisions of various policies necessitated a complete review, which has been undertaken to prepare this version of the Policy document.

3. Under the kind pursuance of the Rector, the HR Policy Manual 2023 has been prepared with the aim to keep the BU employees well educate and inform, both academic and non-academic, regarding BU Policies enforced for the betterment of the University's Human Resource. It is expected that the revised contents of this Manual would further enhance their confidence, judgment and awareness to make correct decisions while engaged with the BU.

4. Chapters of this Manual have been chalked out subject wise; divided into sections where required. Each heading/ paragraph explains a complete context of related topic, and will be referred as a Clause. Each Clause is sequentially numbered, Chapter wise, which may be taken as a reference, where required.

Figure 4: Human Resource Policy Manual (2023), page 4: Preface.

1. Human Resource Policy Manual (2023) (continued)

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Figure 5: Human Resource Policy Manual (2023), page 5: Table of Contents, Chapters 1 and 2.

1. Human Resource Policy Manual (2023) (continued)

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1. Human Resource Policy Manual (2023) (continued)

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CHAPTER 1
SERVICE STRUCTURE

1.1 Applicability

1.1.1 In pursuance of Section 25(1) (b) of the BU Ordinance 2000, this Chapter deals with policies for governing service of employees of the BU including its CUs. These policies shall apply to all employees of the University including those serving the University on deputation from other departments and organizations.

1.2 Classification of BU Employees

1.2.1 BU employees shall be classified as:

a. Academic employees (Faculty Members & Lab Engineers).
b. Researchers and Scientists
c. Bahria University Officers (BUOs).
d. Bahria University Admin & Support Staff (BUASS).

1.3 Terms and Conditions of Service

1.3.1 All appointments in the University shall be made without any condition of domicile of residence, caste, creed or race. Appointments in different teaching and administrative cadres of BU shall be primarily of contractual nature.

1.3.2 Full-Time Employees

a. The initial period of contract for all types of employment will be two years, of which the first one year/ 6 months (depending upon the nature of the contract) will be considered as a probation period. The contract may be further extended for the period considered appropriate by the Appointing Authority – not exceeding one year – if mutually agreed.
b. The renewal of contract will be subject to satisfactory performance by the employee and the requirement of related job.
c. Contracts of Administrative and Support Staff in Pay Groups 1-7 will be renewed by Pro-Rector (Admin) for BUHO and respective DG Campus for CUs. For Pay Group 8-10, these will be renewed by the Rector, while that for Pay Groups 11-14 by the Board.
d. On appointment, the employees will be required to enter into a contract with BU.

1.3.3 Adhoc/Temporary Appointments

Appointments of a duly qualified person may be made by the Rector for a period not exceeding 6 months at a time, for a specific job or against a sanctioned billet. on the terms and conditions specified in the employment contract for Adhoc/ Temporary employees. Such employees shall have:

a. Fixed salary.
b. No increments.

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Figure 10: Page 13: Chapter 1, Service Structure: applicability to all employees of the University, including its constituent units (para 1.1.1).

1. Human Resource Policy Manual (2023) (continued): pages cited

return from leave, the officer shall report for duty to the Sanctioning Authority.

k. Application for leave shall be submitted to the immediate officer, who shall forward the case to the office where a record of leave is maintained, along with the remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more. Leave record of each employee shall be suitably maintained by HR Dte for BUHO and HR Department for CUs.

l. An employee who remains absent on the conclusion of his leave shall not be entitled to any remuneration for the period of such absence unless the leave has been extended and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account. If sufficient credit in his/ her leave account is not available, it will be adjusted against future earnings.

m. Leave on Full Pay due to any employee, whose services are terminated by the University for reasons of retrenchment or otherwise, may be granted without regard to the availability of a post for the period of leave.

n. An employee who is compulsorily retired/ removed/ dismissed under the University Efficiency and Discipline Statutes shall not be entitled to any kind of leave. In such instances, all leave at the credit shall lapse when the employee quits service.

o. Leave Pay during leave on Full Pay shall exclude any other allowance that is specifically related to the performance of duty.

p. Deans performing the Principal duty will pursue all types of Leave through concerned HCU and the Pro-Rector.

4.2 Types of Leave

4.2.1 BU employees will be entitled to following types of leave:

a. Privilege Leave.

b. Casual Leave.

c. Study Leave.

d. Maternity/ Paternity Leave.

e. Special Leave.

f. Medical Leave.

g. Leave Ex-Pakistan

h. Extraordinary Leave

i. Sabbatical Leave.

4.3 Privilege Leave

4.3.1 All contract employees will be entitled to a maximum of 30 days paid Privilege Leave each year @ 2.5 days per month after having served full year. For the period of service less than a year, Privilege Leave will be admissible proportionate to the period of service. Leave availed by members of the faculty during academic breaks will be adjusted against their Privilege Leave.

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Figure 11: PDF page 42, printed page 38: para 4.2, Types of Leave, including maternity and paternity leave (para 4.2.1(d)).

1. Human Resource Policy Manual (2023) (continued): pages cited

a. Requests for Study Leave will be submitted by the Faculty Member to concerned Principal/ DC/ DAcad-CU (as applicable) for approval by the Competent Authority, along with offer of admission and program of study in which the individual will be admitted by the university/ institute. Applications for Study Leave are to reach the DHR at least two months before the date of departure for the study.

b. On receipt of the Study Leave request, status of admission will be confirmed from the concerned university/ institute by the HR Directorate. When the admission is confirmed, the request for Study Leave will be processed for approval of the Rector.

4.7 Post-Doctorate Study Leave to PhD Scholarship Awardee

4.7.1 A Faculty Member who has availed an HEC scholarship for PhD studies is to complete the time-bound period at the University as per prevailing HEC rules. He/ she will be entitled to Study Leave for Post-Doctoral studies after serving a minimum of two years at the University. Prior proceeding for such Leave, the Faculty Member is to sign a fresh bond with the HEC to serve Pakistan for certain period after completion of the post-Doctoral studies, as per HEC requirements in vogue. Maximum duration of such a Study Leave shall be one year.

4.8 Maternity/ Paternity Leave

4.8.1 Maternity/ Paternity Leave shall be granted as under:

a. Maternity leave shall in the prescribed manner be granted on full pay outside the leave account to a female employee on her option to the extent of one hundred and eighty days (180) on first birth, one hundred and twenty days (120) on second birth and ninety days (90) on third birth from the date of commencement thereof.

b. A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account from the date of its commencement.

c. Such maternity/ paternity leave shall not be granted for more than three times in the entire service of the female/ male employee except when such leave is granted within her/ his leave account due and admissible to her/ him or as an extra ordinary leave without pay (As per details provided in Government of Pakistan Act No XXXI of 2023 dated 20 June 2023).

4.8.2 Definition of “Child” and “Entire Service” is given as under:

a. Child – for the purpose of HR Manual, means a child in the womb of a pregnant employee or wife of the male employee and includes a still-born.

b. Entire Service – entire employment tenure including service before joining BU.

4.9 Special Leave

4.9.1 A married employee may be granted Special Leave on full pay if he/ she applies for it for a period not exceeding thirty days in the event of the death of his/ her spouse/ ward. The duration of Special Leave allowed will be up to 4.5 months in case of death on an employee’s husband and a maximum of 10 days for all other cases. Such leave shall commence from the date of death of the employee’s spouse or ward on the basis of death certificate attached to the application for Special Leave or – if that is not possible at that time – than the said certificate may be furnished to the Leave Sanctioning Authority separately.

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Figure 12: PDF page 44, printed page 40: para 4.8, Maternity/ Paternity Leave.

1. Human Resource Policy Manual (2023) (continued): paragraphs cited

4.8 Maternity/ Paternity Leave

4.8.1 Maternity/ Paternity Leave shall be granted as under:

a. Maternity leave shall in the prescribed manner be granted on full pay outside the leave account to a female employee on her option to the extent of one hundred and eighty days (180) on first birth, one hundred and twenty days (120) on second birth and ninety days (90) on third birth from the date of commencement thereof.

b. A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account from the date of its commencement.

c. Such maternity/ paternity leave shall not be granted for more than three times in the entire service of the female/ male employee except when such leave is granted within her/ his leave account due and admissible to her/ him or as an extra ordinary leave without pay (As per details provided in Government of Pakistan Act No XXXI of 2023 dated 20 June 2023).

4.8.2 Definition of “Child” and “Entire Service” is given as under:

a. Child – for the purpose of HR Manual, means a child in the womb of a pregnant employee or wife of the male employee and includes a still-born.

b. Entire Service – entire employment tenure including service before joining BU.

Figure 13: Enlarged extract, PDF page 44, printed page 40: para 4.8; paternity leave on full pay of up to thirty days outside the leave account, at the option of the male employee (para 4.8.1(b)); up to three times in service, as in Government of Pakistan Act No. XXXI of 2023 (para 4.8.1(c)); definition of child (para 4.8.2).

1.1.1 In pursuance of Section 25(1) (b) of the BU Ordinance 2000, this Chapter deals with policies for governing service of employees of the BU including its CUs. These policies shall apply to all employees of the University including those serving the University on deputation from other departments and organizations.

Figure 14: Enlarged extract, page 13: the Manual applies to all employees of the University, including its constituent units and those on deputation (para 1.1.1).

1. Human Resource Policy Manual (2023) (continued): paragraphs cited

4.2 Types of Leave

4.2.1 BU employees will be entitled to following types of leave:

a. Privilege Leave.
b. Casual Leave.
c. Study Leave.
d. Maternity/ Paternity Leave.
e. Special Leave.
f. Medical Leave.
g. Leave Ex-Pakistan
h. Extraordinary Leave
i. Sabbatical Leave.

Figure 15: Enlarged extract, PDF page 42, printed page 38: para 4.2.1, the types of leave to which University employees are e ntitled, including maternity and paternity leave (item d).

1. Leave approving authority amended in 2025

Amendment No. 01 dated 23 October 2025 expressly adds maternity and paternity leave to Annex I, Leave Approving Authority. The Annex identifies the sanctioning authorities by employee cadre and states that maternity and paternity leave are entitlements under para 4.8.1 that shall not be refused to an eligible employee. The original Annex starts on printed page 92 and continues through page 94 (PDF pages 96 to 98).

be appointed with 1 x course load reduction each (in case of different Programmes only).

Thesis/ Final Year Project Coordinator. One per Department with 1 x course load reduction for Undergraduate and MBA Programmes. Where the number of students exceeds 500, the Coordinator may either be given 2 x course load reduction or 2 x *Thesis/ FYP Coordinator* may be appointed with 1 x course load reduction each (in case of different Programmes only).

Evening Programme Coordinator. One per Department with 1 x course load reduction, where the Evening Programme is being offered.

Weekend Programme Coordinator. One per Department with 1 x course load reduction, where the Weekend Programme is being offered.

Postgraduate Programme Coordinator. One per Department with 1 x course load reduction, where PhD or both PhD & MS/ MPhil Programmes are offered. Where the number of students exceeds 500, the Coordinator may be given 2 x course load reduction.

I/C Psychology Clinics.

a. Well Being Centre, BUIC - 3 x course load reduction, with *Internship & Placement* coordination.

b. Umeed-e-Nau, IPP - 2 x course load reduction, with *Internship & Placement* coordination.

c. Umeed-e-Nau, BUMDC – 2 x course load reduction, with *Internship & Placement* coordination.

Annex 'I'

LEAVE APPROVING AUTHORITY

Type of Leave	Employees Cadres	Sanctioning Authority
Extraordinary Leave (EOL)	BU Officers and Faculty Members	Rector
	BU Support and Admin Staff	Pro-Rector / HCU concerned – up to 60 days Rector – more than 60 days
Leave Ex-Pakistan	All Cadres	Rector
	Pro- Rectors, HCUs, Deans, BUHO Officers in Pay Group 11 or higher	Rector
	BUHO Officers in Pay Group 8-10	Pro-Rector concerned – up to 60 days Rector – more than 60 days

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Figure 16: HR Policy Manual, Annex I opening on PDF page 96, printed page 92: Leave Approving Authority; the table continues on the following pages.

1. Leave approving authority continued

Type of Leave	Employees Cadres	Sanctioning Authority
Privilege Leave Maternity Leave Paternity Leave	Directors CUs Principals, Faculty Members and CU Officers in Pay Group 8-10	HCU concerned – up to 60 days Rector – more than 60 days
	BUHO Support and Admin Staff (Pay Group 1-7)	Director concerned – up to 30 days Pro-Rector concerned – 31 to 60 days Rector – more than 60 days
	CUs Support and Admin Staff under Directors (Pay Group 1-7)	Director concerned – up to 30 days HCU concerned – 31 to 60 days Rector – more than 60 days
	CUs Support and Admin Staff under Principals (Pay Group 1-7)	Principal concerned – up to 30 days HCU concerned – 31 to 60 days Rector – more than 60 days
Casual Leave	Pro-Rectors, HCUs, BUHO Officers in Pay Group 11 or higher	Rector
	Directors (Campus) and Principals	HCU concerned
	BUHO Officers/ Support and Admin Staff in Pay Group 1-10	Director concerned
	All employees of CUs under DC/DI / D Admin-CU/ D Acad-CU	Director concerned
	HODs, FMs and all employees of Schools/Colleges/Institutes	Principal concerned
Medical Leave	Pro-Rectors, HCUs, Deans, BUHO Officers in Pay Group 11 or higher, Directors (Campuses), Principals	Rector
	BUHO Officers in Pay Group 8-10	Pro-Rector concerned – up to 07 days Rector – more than 07 days
	HODs, FMs and CUs Officers	HCU concerned – up to 07 days Rector – more than 07 days
	BUHO Support and Admin Staff (Pay Group 1-7)	Director concerned – up to 07 days Pro-Rector concerned – more than 07 days
	CUs Support and Admin Staff under Directors (Pay Group 1-7)	Director concerned – up to 07 days HCU concerned – more than 07 days

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Figure 17: HR Policy Manual, Annex I, PDF page 97, printed page 93: leave types, employee cadres and sanctioning authorities. Maternity and paternity leave are expressly included.

1. Leave approving authority continued

Type of Leave	Employees Cadres	Sanctioning Authority
	CUs Support and Admin Staff under Principals (Pay Group 1-7)	Principal concerned – up to 07 days HCU concerned – more than 07 days
Study Leave Special Leave Sabbatical Leave	Pro-Rectors, HCUs, Deans, BUHO Officers in Pay Group 11 or higher, Director (Campuses) and Principals	Rector
	BUHO Officers in Pay Group 8-10	Pro-Rector concerned – up to 30 days Rector – more than 30 days
	HODs, FMs and CUs Officers	HCU concerned – up to 30 days Rector – more than 30 days
	BUHO Support and Admin Staff (Pay Group 1-7)	Director concerned – up to 30 days Pro-Rector concerned – 31 to 60 days Rector – more than 60 days
	CUs Support and Admin Staff under Directors (Pay Group 1-7)	Director concerned – up to 30 days HCU concerned – 31 to 60 days Rector – more than 60 days
	CUs Support and Admin Staff under Principals (Pay Group 1-7)	Principal concerned – up to 30 days HCU concerned – 31 to 60 days Rector – more than 60 days
Leave without Pay	BU Officers and Faculty Members	Rector
	BU Support and Admin Staff	Pro-Rector / HCU concerned

Maternity and paternity leave are entitlements under para 4.8.1 and shall not be refused to an eligible employee.

Figure 18: HR Policy Manual, Annex I, PDF page 98, printed page 94: leave types, employee cadres and sanctioning authorities. The final note confirms that eligible employees shall not be refused maternity or paternity leave.

2. Support for women's participation and basis in national law

The provision supports women's participation in two ways. Paid paternity leave of up to thirty days lets a father take on the care of the newborn child and of the household in the weeks after the birth, at his own option and without loss of pay or of his other leave, so that the care of the child does not fall on the mother alone and she can return to her work or studies. Alongside it, women employees receive up to 180 days of maternity leave on full pay outside their leave account (para 4.8.1(a)).

The provision follows the Maternity and Paternity Leave Act, 2023 (Act No. XXXI of 2023), to which the President of Pakistan gave assent on 20 June 2023. Section 4 of the Act provides that a male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account, and that it may not be granted more than three times in his entire service (National Assembly of Pakistan, na.gov.pk/uploads/documents/64b10b71ea5b7_929.pdf). The University adopted the same entitlement in the Manual approved one month later, citing the Act (para 4.8.1(c)).

Table 3: Paternity leave under the Human Resource Policy Manual (2023)

Feature	Provision	Paragraph
Who	Every male employee of the University and its constituent units expecting his wife to give birth	4.8.1(b); 1.1.1
Length and pay	Up to thirty days on full pay	4.8.1(b)
Effect on other leave	Outside the leave account, so other leave is not reduced	4.8.1(b)
Choice	At the option of the employee, from the date he chooses to commence it	4.8.1(b)
Frequency	Up to three times in service; beyond that, from the leave account or as extraordinary leave without pay	4.8.1(c)
Approval safeguard	Maternity and paternity leave shall not be refused to an eligible employee	Annex I, printed page 94
Basis	Maternity and Paternity Leave Act, 2023 (Act No. XXXI of 2023)	4.8.1(c)

3. Summary of evidence

Element	Evidence	Figures
Written paternity policy	Human Resource Policy Manual (2023), para 4.8.1(b): paternity leave on full pay of up to thirty days, outside the leave account, at the option of the father; up to three times in service (para 4.8.1(c))	1 to 18; Table 3
Supports women's participation	Lets fathers share the care of a newborn child while mothers continue their work or studies; alongside maternity leave of up to 180 days on full pay (para 4.8.1(a))	18; Section 2
Coverage	All employees of the University and its constituent units (para 1.1.1); maternity and paternity leave a type of leave to which employees are entitled (para 4.2.1(d))	1 to 18
In place by 2025	Promulgated with effect from 2 August 2023 and in force throughout 2025	2; Table 2
Date first approved	20 July 2023, Bahria University Executive Committee, 19th meeting	2; Table 2
Date last reviewed	11 June 2026, Amendment No. 02 (48th Academic Council and 23rd Executive Committee meetings), para 4.8 unchanged	3; Table 2

Taken together, the records show that Bahria University as a body has had in force since 2 August 2023, and throughout 2025, a written paternity policy that gives fathers paid leave to care for their newborn children, supporting the participation of women in work and study.