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Istanbul Gelisim University is committed to supporting the best practice of maternity which recognizes the value of reaching to workforce with gender diversity and of retaining and promoting women's talent.

The purpose of the Maternity Policy is to provide our employees with the opportunity to integrate career development with family responsibilities. This policy sets out the maternity provisions in which our employees are entitled before and after the birth of their children. The provisions of this maternity comply with the relevant laws (Article 4 of the Labor Law, numbered 4857, dated 22/5/2003, Regulation on the Conditions of Employment of Pregnant or Lactating Women, Breastfeeding Rooms and Child Care Dormitories, Official Gazette Date: 16.08.2013, Official Gazette Number): 28737.)

The policy applies to all staff employed by the University.

Maternity provisions refer to the leave and salaries that employees may be entitled to and the right to continue working with the University after the period of leave. All employees have the right to demand a written explanation regarding pregnancy and delivery or not to be harmed by delivery irrespective of their work or service hours and in the event of dismissal during pregnancy period.

There is no distinction between live birth and dead births (24 weeks or more) in giving permission of maternity leave.

### **Basic Values**

The main values on which the university's maternity policy is based are as follows:

- 1. Pregnancy Notice and Legal Rights:** In the event that an employee finds out that she is pregnant, she must inform the unit manager and the Personnel Department as soon as possible. Occupational Health and Safety unit is informed and the risk assessment of the working conditions is made and the pregnant employee is informed by taking necessary precautions. (Regulation on Employment Conditions of Pregnant or Lactating Women and Breastfeeding Rooms and Child Care Dormitories, Official Gazette Date: 16.08.2013, Number of Official Gazette: 28737)
- 2. Prenatal Follow-up:** Pregnant employees are given the permission of paid leave for periodic controls during pregnancy. The pregnant employee plans and submits the authorization form to his/her manager and Personnel Department, provided that he/she documents the control appointments in accordance with the work plan. Epicrisis is conveyed to the workplace physician after control examinations.
- 3. Maternity Leave:** (regulated in accordance with Article 74 of Labor Law No. 4857 dated 22/5/2003.)

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It is essential that women workers are not employed for a total period of sixteen weeks, eight weeks before delivery and eight weeks after delivery. In case of multiple pregnancy, two weeks are added to the eight-week period during which she will not be worked before delivery. However, if the health condition is appropriate, the women worker may work in the workplace up to three weeks prior to delivery by the consent of the doctor. In this case, the working hours of the female worker are added to the postpartum periods. (Additional sentence: 13/2 / 2011-6111 / 76 art.)

In case of premature birth of the female worker, the periods that cannot be used before the delivery can be used by adding to the postpartum periods. (Additional sentences: 29/1 / 2016-6663 / 22 art.)

In case of the death of the mother at delivery or after delivery, periods that cannot be used after delivery are allowed to be used by the father.

An eight-week maternity leave is granted to one of the spouses or to the person who adopt a child under the age of three as of the date of being delivered of the children to the family. (Additional paragraph: 29/1 / 2016-6663 / 22 art.) It is given the permission of unpaid leave for half of the weekly working period for sixty days in the first birth, one hundred twenty days in the second birth and one hundred eighty days in subsequent births to the female worker after the expiry of the maternity leave which is used in accordance with the first paragraph provided that the child is alive and the female or male worker adopting the child under the age of three free of charge for the purpose of the care and upbringing of the child on their request. In case of multiple births, thirty days are added to these periods. If the child is born with a disability, this period is applied as three hundred and sixty days. During the period of use of the provisions of this paragraph, the provisions concerning breast-feeding leave shall not be applied.

The periods specified above can be increased before and after delivery according to the health status of the worker and the nature of the work. These periods shall be indicated by the physician report.

During pregnancy, the woman worker is given the permission of paid leave for periodic checks.

If required by the physician's report, the pregnant woman is employed in lighter jobs suitable for the health of the worker. In this case, it is not made any reduction in the wage of the worker.

Upon request, the female worker is allowed up to six months of unpaid leave after the completion of the sixteen-week period or in the case of multiple pregnancy. (Additional sentence: 29/1 / 2016- 6663/22 art.) This permission is given to one of the spouses or the adoptive person in case of adopting a child under the age of three. This period shall not be taken into account in the calculation of right of paid annual leave.

Women workers shall be granted a total of 1.5 hours of breast-feeding leave per day to breastfeed their children under one year of age. The worker determines between which hours and how many times this period will be used. This period is included in the daily

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working time. (Additional paragraph: 29/1 / 2016-6663/22 art.)

4. **Working Period:** Pregnant or breastfeeding employees are not employed for more than seven and a half hours per day.
5. **Night work:**
  - (1) Female employees shall not be employed at night during the period from the date they are identified to be pregnant with the health report to the delivery.
  - (2) The employee who has just given birth shall not be employed at night for a year following birth. At the end of this period, she is not worked at night during the period in which it is determined to be objectionable in terms of health and safety by health report.
6. **Compassionate Leave:** (Labor Law No. 4857, 4 April 2015, Additional Article 2)  
3 days in case of adoption,  
5 days in case of delivery of the spouse,  
For the treatment of children with disabilities or permanent illnesses, they are given the right of leave for 10 days a year without any deduction from their wages.  
(Additional Article 2 of the Labor Law No. 4857, "In the treatment of a child with a disability or chronic illness of the workers at the ratio of at least seventy percent, a paid leave is granted up to ten days in a year, provided that it is used by only one of the working parents based on the medical report.")
7. **Continuity of Service:** If an employee returns to work after maternity leave (paid or unpaid), the period of absenteeism due to maternity leave will not affect her continuing service for employee rights and benefits related to the service.
8. **Salary Policy:** If an employee returns to work after maternity leave (paid or unpaid), the employee will be entitled to receive an increase in salary due to the normal increase date.
9. **Annual Leave:** An employee will continue to receive annual leave on maternity leave. As a result, staff in maternity leave who cannot receive the full of her right of annual leave in a year can forward unauthorized annual leave to the next year of leave. Before starting maternity leave, the employee is advised to discuss the annual leave use arrangements with her manager.
10. **Breast-feeding Leave** It should be determined by the report that breastfeeding employees do not have any obstacles to their work at the end of the maternity leave and before they start work. The employee determined by the physician report whose work is objectionable shall not be employed in the time and works specified in the report. Women workers are given a total of one and a half hours of breast-feeding leave per day to breastfeed their children under one year. The employee shall determine the duration and intervals of such leaves. This period is included in the daily working time. (Additional paragraph: 29/1 / 2016-6663/22 art.)

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**Maternity Policy Objectives:**

1. To provide integrated career opportunities with employees' social responsibilities
2. To ensure that rights and responsibilities are recognized and enforced by all employees
3. To ensure the right to equality between employees

Indicators are created to monitor the degree of realization of these objectives. Realization percentages are determined and corrective and remedial measures are taken.

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