

Aga Khan University
Postgraduate Medical Education
Maternity Leave Policy for Residents and Fellows

Issue Date : July 01, 2009

Policy Number : PGME/108/09

Revision # : -

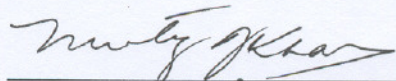
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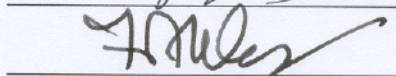
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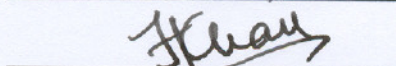
Associate Dean, PGME

Dean, Medical College

Medical Director & Associate Dean, Clinical Affairs







1. POLICY STATEMENT

It is the policy of Postgraduate Medical Education at Aga Khan University to grant a paid Maternity Leave to eligible PGME trainee (female Residents and Fellows only).

2. DEFINITIONS

Paid Maternity Leave will be granted for a period of 12 consecutive weeks.

Paid Maternity Leave will be admissible once in two years only.

3. SCOPE

Eligible PGME trainee upon completion of one year's continuous training.

4. OBSERVATIONS

a. An eligible female Resident or Fellow may apply for Maternity Leave, commencing up to 2 weeks prior to expected date of delivery and up to 10 weeks thereafter, as required, covering a maximum period of 12 weeks.

b. Maternity leave is not en-cashable and cannot be accumulated.

5. PROCEDURE

a. A Resident / fellow requiring to proceed on Maternity Leave must inform her Chief Resident and submit the completed 'leave application' (Annexure:PGME/106/09-01) at least 12 weeks prior to the date from which the leave is required and must state the period for which leave would be required.

b. In case of overlap of leave with another rotation, the Chief Resident of current specialty will inform to the Chief Resident of next rotation.

- c. The Chief Resident will forward the leave application to Programme Director/ Coordinator, who after approving, will forward it to the Human Resources for processing. The Resident/ Fellow will be eligible to apply for advance salary for the duration of the Maternity Leave.
- d. The Resident / Fellow is required to submit a completed Duty Resumption Report (Annexure: PGME/106/09-02) to the Programme Director / Coordinator, with a copy to HR, within 3 days of duty resumption.
- e. The Resident/ Fellow will have to complete the extra 12 weeks of training as per CPSP policy.