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The policy is reviewed annually.*

## **REGULATION**

### **on Support and Accommodation for Students and Staff During Pregnancy, Childbirth, Maternity Protection and Parental Leave**

At Alisher Navo'i Tashkent State university of Uzbek Language and Literature

#### **1. General Provisions**

1.1. Tashkent State University of Uzbek Language and Literature (TSUULL), hereinafter referred to as the Higher Education Institution, is committed to maintaining a supportive, inclusive, and equitable learning and working environment that protects the health, dignity, and professional rights of all staff and students.

1.2. This Regulation establishes the procedures for granting reasonable accommodation and academic leave in connection with **pregnancy, maternity, childbirth, and paternity**, as well as for guardians and adoptive parents. It is developed in accordance with the Labor Code of the Republic of Uzbekistan, the Regulation on Academic Leave for Students, and TSUULL's internal Gender Equality and Family Support Policy.

1.3. The provisions of this Regulation apply equally to all categories of university members — academic staff, administrative personnel, and students — and ensure the right to family life, parental responsibility, and educational or professional continuity during maternity or paternity leave.

#### **2. Grounds for Reasonable Accommodation and Academic Leave**

2.1. Reasonable accommodation and academic leave may be granted in the following cases:

- Pregnancy and maternity;
- Childbirth and postnatal recovery;
- Paternity leave and family care responsibilities;
- Adoption or guardianship of a newborn;
- Health recovery for the individual or a dependent family member.

2.2. Academic leave granted under these circumstances shall not be regarded as withdrawal or dismissal from the university. During the period of academic leave, a student's enrollment remains valid, while stipends and scholarships are suspended unless otherwise provided by law.

#### **3. Procedures for Requesting Leave at TSUULL**

3.1. A student seeking academic leave or reasonable accommodation due to pregnancy, maternity, or family-related circumstances must submit a written application addressed to the **Rector of TSUULL**.

If the student is unable to submit the application personally, it may be submitted by a parent, guardian, or spouse on their behalf.

3.2. The application must include:

- The reason for leave (pregnancy, childbirth, maternity, paternity, adoption, or illness);
- Supporting documents (Reasonable Accommodation Certificate or medical report);
- Expected start and end dates of leave.

3.3. Upon review of the submitted documents, the Rector (or authorized Vice-Rector) shall issue an official order granting academic leave for the prescribed period, as follows:

- **Pregnancy and maternity leave** – 126 calendar days (70 days before and 56 days after childbirth);
- **Complicated or multiple births** – 140 calendar days;
- **Stillbirth or neonatal death** – 70 calendar days;
- **Adoption or guardianship of a newborn** – 56 calendar days (70 days for multiple adoptions).

3.4. If the application is submitted after the thirtieth (30th) week of pregnancy, the full entitlement to 126 calendar days remains valid and begins from the date of submission.

#### **4. Academic Arrangements During Leave**

4.1. Students on maternity or family-related academic leave may, upon their request, continue studies through **distance**, **part-time**, or **external (eksternat)** study formats, if such formats are available for their program.

4.2. Applications for external or distance learning during maternity leave shall be reviewed by the **Academic Council of TSUULL** within **15 days**. The Council shall determine whether such study arrangements are appropriate based on the student's field of study and academic performance.

4.3. Following the Council's recommendation, the **Rector** shall issue a formal order transferring the student to the approved study mode for the leave period.

4.4. Upon return from maternity or paternity leave, the student shall undergo assessments and examinations for any missed courses.

A **special examination commission**, appointed by the Rector, shall conduct these exams.

If the student achieves passing grades in all subjects, they are permitted to continue studies from the next semester. Otherwise, they must resume from the beginning of the uncompleted semester.

## 5. Paternity and Family Leave

5.1. TSUULL recognizes that family care and parenting responsibilities are shared duties. Fathers and legal guardians are entitled to **paternity leave** and reasonable accommodation following childbirth or adoption, in line with national labor laws and institutional regulations.

5.2. Paternity leave is intended to ensure family support, child bonding, and the well-being of both parents during the early stages of childcare.

5.3. Male students or staff members may request flexible schedules, reduced workloads, or short-term leave during the maternity or postnatal period of their spouse or partner.

## 6. Documentation and Verification

6.1. All reasonable accommodation certificates for pregnancy, maternity, and childbirth must be based on valid medical documentation issued by a certified obstetrician-gynecologist or general practitioner.

6.2. All certificates shall be recorded in the **University's Medical Information System (MIS)** and include:

- Personal identification details of the applicant;
- Period and reason for accommodation;
- Official approval and signature of the authorized medical institution and the TSUULL Medical Center.

6.3. In case of errors or the need for correction, the student or employee may submit a written or electronic request.

The medical or administrative unit must process the correction within **one working day** and update the record accordingly.

6.4. All issued certificates and documentation shall be stored in the individual's medical file, the child's development record (if applicable), and the University's official archive of the Accommodation and Medical Commission.

## 7. Roles and Responsibilities

### 7.1. The Rector

- Approves all maternity, paternity, or reasonable accommodation requests;
- Ensures compliance with national labor and education legislation;
- Oversees institutional enforcement and reporting.

### 7.2. The Department of Academic Affairs

- Maintains academic records of students on leave;
- Organizes make-up assessments and course reintegration after maternity or paternity leave.

### **7.3. The Human Resources Department**

- Manages maternity and paternity leave procedures for university staff;
- Ensures confidentiality and fair application of leave entitlements.

### **7.4. The University Medical Center**

- Verifies medical documentation and issues reasonable accommodation certificates;
- Monitors the health and recovery of affected students and staff.

### **7.5. The Gender Equality and Inclusion Office**

- Monitors compliance with gender equality standards;
- Prevents any form of discrimination or bias against students or staff on maternity or paternity leave;
- Conducts awareness programs promoting family-friendly practices.

### **7.6. Deans and Faculty Administrations**

- Provide flexible academic arrangements, assignment extensions, and reintegration support for returning students;
- Ensure faculty awareness of institutional procedures for accommodating pregnant or parenting students.

## **8. Maternity, Childbirth, and Adoption-Related Benefits for Employees**

8.1. The payment of maternity and childbirth benefits, as well as benefits for employees who have adopted a newborn child or been appointed as the child's guardian (based on a court ruling or the khokim's decision), shall be based on a properly issued certificate of incapacity for work.

8.2. In case of loss of the original certificate, a duplicate (reissued certificate of incapacity) serves as the basis for payment.

8.3. Maternity and childbirth benefits (including in cases of miscarriage) and benefits for adoptive or guardian employees shall cover the entire period specified in the certificate of incapacity for work.

8.4. In the event of a labor dispute regarding unlawful dismissal, such benefits shall be paid once reinstatement is granted or an official decision recognizes the termination as unlawful, covering the full unpaid period of incapacity.

8.5. Employees assigned to workplaces after completing higher or postgraduate education programs are entitled to such benefits starting from the date their employment officially begins.

8.6. Employees temporarily suspended or removed from duty without pay shall receive these benefits beginning from the date they are required to return to work after the suspension period.

8.7. Employees on annual or childcare leave who are granted maternity or adoption-related leave shall receive the benefits for all days indicated in the incapacity certificate.

8.8. The benefit amount shall be calculated as follows:

- For employees with **less than 12 months** of employment — **75%** of the average monthly wage;
- For employees with **12 months or more** of employment — **100%** of the average monthly wage.

8.9. The total benefit is determined by multiplying the employee's average daily wage by the number of workdays missed during the incapacity or leave period.

8.10. If the employee's salary changes during the leave period, the benefit amount shall be recalculated accordingly.

## **9. Final Provisions**

9.1. Pregnancy, maternity, childbirth, or paternity shall not be grounds for discrimination, academic delay, or professional disadvantage at TSUULL.

9.2. This Regulation forms part of the University's Comprehensive Framework on Gender Equality, Family Welfare, and Non-Discrimination, aligned with:

- SDG 3 – Good Health and Well-being
- SDG 5 – Gender Equality
- SDG 10 – Reduced Inequalities

9.3. This Regulation enters into force upon approval by the Rector of TSUULL and remains valid until amended or replaced by an updated institutional act.