

FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3509 /FJIDS, LHR
Dated 14/10 /2025



MATERNITY LEAVE POLICY

Prof. Armaghan Israr Mirza

FCPS (OMFS), FFD RCS (Ireland)

Dean

Fatima Jinnah Institute of Dental Sciences, Lahore

To: Admin Officer

Fatima Jinnah Institute of Dental Sciences, Lahore

Policy on Maternity Leave for Female Employees

1. Purpose

To ensure compliance with Government of Punjab and Federal regulations regarding maternity leave for female employees of Fatima Jinnah Institute of Dental Sciences (FJIDS).

2. Scope

This policy applies to all female employees of FJIDS, including permanent, contract, teaching, and non-teaching staff, as per applicable government service rules.

3. Policy Statement

FJIDS shall grant maternity leave to female employees in accordance with the Government of Punjab Leave Rules and relevant national laws. The leave shall be with full pay and outside the normal leave account as per the following provisions:

4. Leave Entitlement

- As per Punjab Revised Leave Rules, 1981 (Notification No. FD.SR.II-9-107/2012 dated 30-10-2012): Female civil servants are entitled to ninety (90) days maternity leave with full pay, outside leave account, before or after childbirth.
- As per West Pakistan Maternity Benefit Ordinance, 1958: Eligible female employees are entitled to twelve (12) weeks of maternity leave (six weeks before and six weeks after childbirth) with full pay.

5. Procedure

Eligible female employees shall apply for maternity leave through proper channel, indicating expected date of delivery and duration of leave, supported by a medical certificate.

6. References

1. Punjab Revised Leave Rules, 1981 (Finance Department Notification No. FD.SR.II-9-107/2012, dated 30-10-2012)
2. West Pakistan Maternity Benefit Ordinance, 1958
3. Punjab Civil Servants Act, 1974

Note: While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.