

Maternal and Paternal Leave Policy

This Maternity and Paternal Leave Policy for Genus grantees outlines the provisions and guidelines for parental leave to support and accommodate the needs of Genus grantees. The policy aims to ensure a smooth and supportive transition for grantees during the maternal and paternal periods while maintaining the integrity of their research projects and responsibilities.

Scope: This policy applies to all Genus grantees, including researchers, full-time and part-time technical staff, postdoctoral fellows, and postgraduate students.

Eligibility: All Genus grantees given a grant by Genus are eligible for a total of three months of maternal or paternal leave child per annum for the pre and postnatal periods.

Parental Leave Entitlement: Eligible researchers are entitled to up to 12 weeks of paid maternal and paternal leave. The exact duration of paid leave and the distribution between pre and postnatal periods will depend on the grantee's good standing with Genus, applicable laws, and other relevant factors. In consultation with the grantee's institution's human resource department, the specifics of maternal and paternal leave entitlement will be determined case by case.

Application Process: Grantees must provide written notice of their intention to take maternity leave at least four weeks before the anticipated start date of leave. This notice should include the expected duration of leave and any preferences regarding the distribution of paid leave.

Documentation: Grantees must submit medical documentation, such as a medical certificate or doctor's note, confirming the pregnancy and the expected due date. This documentation and the notice of intention to take maternal and paternal leave should be submitted.

Leave Benefits: During the maternal and paternal leave periods, grantees will receive their regular bursary or fellowship during the parental leave period. With three months added to the end of the grant period.

Non-Discrimination: Genus is committed to ensuring that researchers are not discriminated against or disadvantaged due to their pregnancy, maternal and paternal leave, or parental responsibilities. Any form of discrimination or retaliation is prohibited.

Communication and Confidentiality: The details of an individual grantee's maternal and paternal leave, including medical information, will be kept confidential and shared only with those directly involved in the leave approval process.

Review and Modification: This Maternal and Paternal Leave Policy for Grantees will be reviewed periodically and may be modified to ensure alignment with legal requirements, best practices, and the evolving needs of Genus and its grantees.

Policy Acknowledgement: All Genus grantees are required to acknowledge and adhere to this Maternal and Paternal Leave Policy for Grantees. Failure to comply with the policy may result in appropriate action per Genus's disciplinary procedures. In addition to this policy, please note that you must adhere to your academic or museum institution's Maternal and Paternal Leave Policy.

Genus is committed to supporting grantees during their maternal and paternal leave periods and ensuring a positive work-life balance. This policy reflects our dedication to promoting a supportive and inclusive environment for all members of our palaeoscience community.