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Budhera, Gurugram

**SGT UNIVERSITY**

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**Policy on Paternity Leave  
in Alignment with  
SDG 5: Gender Equality**



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## Shree Guru Gobind Singh Tricentenary (SGT) University

### Policy on Paternity Leave in Alignment with SDG 5: Gender Equality

#### 1. Preamble

This institution is committed to promoting gender equality (SDG-5) by supporting equitable caregiving responsibilities for parents of all genders. This policy provides structured, inclusive, and measurable support for parental leave to promote workforce participation, family well-being, and gender-balanced caregiving.

#### 2. Scope

This policy is designed to support all employees who take on parenting responsibilities, recognizing that families come in many forms. It applies to:

- All full-time employees, no matter their position
- Contractual employees who have completed at least one year of service
- Non-biological parents, including those who adopt or foster a child
- Same-gender partners, acknowledging and respecting diverse family structures
- Single parents, who may require additional support

#### 3. Objective

To support staff well-being, foster gender equality in parenting roles, and ensure both parents have equal opportunities to participate in childcare responsibilities, thereby aligning with SDG 5 – Gender Equality.

This policy applies to all eligible male employees of the university, subject to the criteria outlined below.

#### 4. Definitions

- **Parent:** biological, adoptive, foster or legal guardian
- **Child:** dependent up to 12 months after placement/birth
- **Paternity / Parental leave:** leave granted to a parent who is not the child-bearing parent

#### 5. Eligibility Criteria

- **Eligible employees:** Employee must have a valid employment contract
- **Service Requirement:** Employees should have completed a minimum period of service 12 months with the university to be eligible.
- **Child Limit:** Leave may be limited to employees upto two surviving children in their entire service.

  
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## 6. Leave Entitlement

- **Duration:** A minimum of **02 days of paid paternity leave** is recommended to be an effective tool for promoting gender equality and encouraging take-up.
- **Timing:** The leave can be availed in a single block or on a sporadic basis, within a specific timeframe, such as up to 6 months after the birth of the child. This flexibility helps accommodate family needs and departmental operations.
- **Compensation:** The leave shall be fully paid (100% of salary/wages) to ensure parent can take time off without financial strain, which is crucial for high participation rates.
- **Job Protection:** Employees on paternity leave will be guaranteed their same job or a comparable position with equivalent salary and benefits upon their return.

## 7. Application Procedure

- Employees should provide written notice to their immediate HoD and the Human Resources (HR) department as early as possible at least 15 days in advance.
- The application must be accompanied by supporting documentation, such as a medical certificate.

## 8. Alignment with SDG 5 (Gender Equality)

- **Challenging Norms:** The policy explicitly recognizes caregiving as a shared responsibility, challenging traditional gender roles that confine women to caregiving.
- **Inclusive Culture:** The policy contributes to a workplace culture in SGT University that values work-life balance for all employees, demonstrating the university's commitment to gender equality.

## 9. Data Management and Reporting

### To Support SDG-5 Compliance -HR will:

- Conduct awareness sessions for all new staff
- Annual number of employees availing parental leave
- Category-wise reporting (gender, staff type)
- Records stored in institutional repository
- IQAC will conduct Annual Audit and Access alignment with SDG-5 Indicators
- Findings and Recommendations will be shared with Vice-chancellor of the university for review and Future action required.
- Data from report will contribute directly to the University Annual SDG-5 Impact and Sustainability Report prepared by IQAC.

  
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## 10. Policy Review

The policy will be reviewed once in every 2 years to assess its effectiveness and make necessary updates to address evolving challenges and opportunities in achieving gender equality.

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