



PRINCIPLES ON POSTNATAL PARENTAL RIGHTS

SECTION ONE Purpose, Scope, and Definitions

1. Short Title

These Principles shall be referred to as the “Arkin University of Creative Arts and Design (ARUCAD) Principles on Postnatal Parental Rights.”

2. Definitions

For the purposes of these Principles, the following terms shall have the meanings assigned to them below:

- a) University: Arkin University of Creative Arts and Design (ARUCAD),
- b) Rector: The Rector of ARUCAD,
- c) Human Resources: The ARUCAD Human Resources Department,
- d) Unit: The relevant Faculty, Institute, School, or Vocational School of the University,
- e) Academic and administrative staff employed at ARUCAD on a full-time or part-time basis,
- f) Maternity Leave: The statutory leave period that a female employee is entitled to use before and after childbirth,
- g) Paternity Leave: The statutory leave period that a male employee is entitled to use in the event of his spouse giving birth,
- h) Unpaid Leave (Postnatal): Leave taken by an employee following childbirth, without remuneration, upon the employee’s request and subject to administrative approval,
- i) Adoption Leave: The statutory leave entitlement granted to employees who adopt a child.

3. Purpose

The purpose of these Principles is to regulate the postnatal parental rights of academic and administrative staff employed at Arkin University of Creative Arts and Design (ARUCAD), to support employees in achieving a balance between family life and professional responsibilities, and to ensure an *equitable, inclusive, and sustainable working environment within the framework of applicable legislation*.

Within this scope, these Principles aim to establish the rules governing the use of rights related to maternity, paternity, adoption, breastfeeding, and unpaid leave, and to guarantee that all employees benefit from these rights in a fair and equitable manner.

4. Scope

These Principles apply to all academic and administrative staff of ARUCAD, regardless of their length of service or eligibility for statutory maternity benefits. Temporary staff, part-time employees, and personnel engaged on a project basis shall also be considered within this scope, in accordance with the provisions of their respective contracts.

SECTION TWO

Protected Characteristics and Fundamental Principles

5. Protected Characteristics

Under these Principles, the following characteristics are guaranteed protection from discrimination:

- (1) Gender,
- (2) Gender identity and gender expression,
- (3) Sexual orientation,
- (4) Pregnancy, childbirth, or parental status,
- (5) Marital status or family responsibilities,
- (6) Race, color, culture, and ethnic origin,
- (7) Language,
- (8) Religion, belief, or worldview,
- (9) Disability status,
- (10) Age,
- (11) Socioeconomic status,
- (12) Citizenship or immigration/refugee status,
- (13) Political opinion or affiliation,
- (14) Form of work and employment status (including full-time, part-time, temporary, or subcontracted employment).

6. Fundamental Rights

ARUCAD undertakes to protect the physical, psychological, and social well-being of female employees during the prenatal and postnatal periods and to support their safe and continued participation in professional life. Within this framework, the fundamental rights granted to female employees are set forth below:

(1) Fundamental Rights of the Mother;

ARUCAD is committed to safeguarding the physical, psychological, and social well-being of female employees before and after childbirth and to supporting their secure continuation in working life. Accordingly, the fundamental rights afforded to female employees include the following:

- (a) **Maternity Leave:** A female employee is entitled to a total of 112 calendar days of maternity leave, consisting of 56 (calendar days) prior to childbirth and 56 calendar days following childbirth. Upon the employee's request, any portion of the prenatal leave not utilized may be transferred to the postnatal period.
- (b) **Early Birth:** In the event that the employee gives birth before commencing prenatal leave, any unused prenatal leave shall be added to the postnatal leave period.
- (c) **Breastfeeding Leave:** For the purpose of breastfeeding, a female employee may use two (2) hours of breastfeeding leave per day for a period of nine (9) months, commencing from the date of return to work following childbirth.
- (d) **Unpaid Leave:** Upon the expiration of the statutory leave period, the female employee shall first utilize her annual leave entitlements and may subsequently take unpaid leave for a maximum period of one (1) month, provided that such leave is taken consecutively.
- (e) **Job Security Guarantee:** A female employee shall not be dismissed during the prenatal and postnatal leave periods; her employment contract shall be deemed suspended during such periods, and upon the conclusion of the leave, she shall return to her previous position or to an equivalent position.

- (f) **Parental Support and Equality of Rights:** An employee who acquires motherhood through adoption shall benefit from the same social, psychological, and administrative support as employees who acquire motherhood through childbirth.

(2) Fundamental Rights of the Father

ARUCAD recognizes fatherhood as a natural and valuable component of family life and provides legal and institutional facilitation to enable fathers to support their families during the postnatal period. Within this framework, the fundamental rights granted to male employees who become fathers are set forth below:

- (a) **Paternity Leave:** A male employee who becomes a father, or whose spouse gives birth, is entitled to three (3) working days of paid paternity leave commencing from the date of birth.
- (b) **Unpaid Leave:** For the purpose of supporting his spouse during the postnatal period, a father employee may, upon request and subject to consideration of academic and administrative processes and approval by the Rectorate, utilize unpaid leave for a maximum period of one (1) month, provided that such leave is taken consecutively. Prior to unpaid leave, the employee shall first utilize his annual leave entitlements following the expiration of the statutory leave period.
- (c) **Job Security Guarantee:** A father employee shall not be dismissed during the paternity leave period and shall return to his original position or an equivalent position upon the conclusion of such leave.
- (d) **Parental Support and Equality of Rights:** An employee who acquires fatherhood through adoption shall benefit from the same social, psychological, and administrative support as employees who acquire fatherhood through childbirth.

7. Principles and Responsibilities

- (1) ARUCAD adopts the principles of equality, inclusiveness, and employee well-being in the exercise of postnatal parental rights. Within this framework, the University commits itself to an equal, fair, and supportive approach toward all employees, and the following principles are observed:
 - (a) **Transparent Communication:** The ARUCAD Human Resources Directorate shall provide employees with clear, accurate, and accessible information regarding postnatal leave entitlements and working conditions.
 - (b) **Job Security:** The employment contract of no employee who exercises postnatal leave rights shall be terminated; during such periods, employees' position security shall be safeguarded.
 - (c) **Personnel Policy Development:** The ARUCAD Human Resources Directorate shall ensure that all personnel policies developed or revised in relation to postnatal processes comply with the applicable legislation and shall review such policies on a regular basis.
 - (d) **Principle of Benefit:** The University adopts as a fundamental principle the provision of the time and support required by parents for the healthy development of their children.
 - (e) **Principle of Diversity, Equity, and Inclusion:** Postnatal practices shall promote diversity, equity, and inclusion by providing fair paid leave and support to all employees, regardless of gender, family structure, marital status, or employment history.

(2) ARUCAD recognizes equality, inclusiveness, and employee well-being as fundamental principles in the implementation of postnatal parental rights. Accordingly, all units and administrators undertake to fulfill the following **responsibilities**:

- (a) **Institutional Responsibility**: ARUCAD shall provide all employees with a safe, supportive, and respectful working environment in which postnatal rights may be exercised fairly. The University commits to developing supportive mechanisms that enable employees to continue their professional lives while fulfilling parental responsibilities. In response to the physical and emotional changes experienced by employees during the prenatal and postnatal periods, support may be provided by the ARUCAD Psychological Counseling and Guidance Unit.
- (b) **Managerial Responsibility**: Managers shall adopt a facilitative approach during employees' postnatal leave and return-to-work processes, safeguarding employee well-being while ensuring the continuity of academic and administrative operations. The academic or administrative workload of the employee may be temporarily restructured during this period.
- (c) **Responsibility of the Human Resources Directorate**: The Human Resources Directorate shall evaluate the legal and institutional compliance of leave requests, manage the Rectorate approval process, maintain leave records on a regular basis, and ensure confidentiality.
- (d) **Employee Responsibility**: Employees shall submit their requests to exercise postnatal rights in a timely, complete, and written manner to the Human Resources Directorate and shall cooperate in duty transfer and work-planning processes.

SECTION THREE **Reward and Disciplinary Process**

8. Reward

ARUCAD, doğum sonrası anne-baba haklarının uygulanmasında örnek tutum sergileyen, çalışanlarına destek olan ve kapsayıcı bir kurum kültürünün gelişmesine katkı sağlayan yöneticileri ve çalışanları teşvik eder. ARUCAD encourages and promotes administrators and employees who demonstrate exemplary conduct in the implementation of postnatal parental rights, support their colleagues, and contribute to the development of an inclusive institutional culture.

Within this scope:

- (a) The Human Resources Directorate shall promote employee satisfaction, supportive practices, and good examples related to postnatal parental rights.
- (b) Where deemed appropriate, the Rectorate may reward units or individuals who distinguish themselves in the areas of employee well-being and parental support.

9. Disciplinary Process

Any conduct that violates the principles of equality, inclusiveness, or confidentiality in the exercise of postnatal parental rights shall be subject to disciplinary procedures.

Within this scope:

- (a) In cases where discrimination, violation of rights, obstruction, or psychological harassment (mobbing) directed toward employees or administrators is identified, the Rectorate shall immediately examine the matter in cooperation with the Human Resources Directorate.
- (b) Where deemed necessary, the matter shall be referred to the Disciplinary Board, and the provisions of the relevant ARUCAD Disciplinary Regulations shall be applied.
- (c) In the event that a breach of confidentiality or arbitrary practice is identified, legal and administrative sanctions shall be imposed on the responsible parties.

- (d) In all circumstances, the disciplinary process shall be conducted in a fair, impartial, and confidentiality-based manner.

SECTION FOUR Other Provisions

7. Matters Not Regulated

In matters not expressly regulated by these Principles, the relevant provisions of other applicable ARUCAD regulations, as well as the decisions of the Board of Trustees, the Senate, or the relevant Administrative Board, shall apply.

8. Entry into Force

These Principles shall enter into force as of the date of their adoption by the Senate of Arkin University of Creative Arts and Design.

9. Authority for Enforcement

The provisions of these Principles shall be enforced by the Rector of Arkin University of Creative Arts and Design.