



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: **COLLEGES OF NURSING, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES**

Region: **CENTRAL,
WESTERN AND EASTERN
REGION**

Subject: **MATERNITY LEAVE FOR CON NURSE INTERNS**

Original Date: **MARCH 2016**

Revised Date: -

Reference: **CON-IU-04**

Replacement: This DPP replaces APP No. CON 024: Maternity Leave for Nurse Intern, and supersedes all of its content

Applicable: **This DPP is applicable to married pregnant Nurse Interns at the College of Nursing, KSAU-HS, and personnel who are involved in the processing, approving, and monitoring of Maternity Leave at CON and the participating hospitals.**

1. PURPOSE

To define the policies and procedures that govern maternity leave for Nurse Interns from the College of Nursing (CON) at King Saud University for Health Sciences (KSAU-HS).

2. DEFINITIONS

- 2.1 **CON-IU:** is an acronym for College Of Nursing – Internship Unit
- 2.2 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Services.
- 2.3 **Nursing Internship Program:** a minimum of 48 weeks of mandatory clinical training following successful completion of the BSN credit hours. It is a requirement of Ministry Education to award Baccalaureate Degree in Nursing, and a requirement also of Saudi Commission for Health Specialties to grant professional registration.
- 2.4 **Nurse Intern:** is a graduate from CON who has completed successfully the credit hours of BSN program and enrolled in internship training.
- 2.5 **Deferment of training:** postponement of the start of internship training beyond the stipulated starting date by the university, OR, postponement of training after timely start.
- 2.6 **Clinical Rotation:** is a specific time that is assigned to each nursing component of the internship program, namely 12 weeks of medical nursing, 12 weeks of surgical nursing, 4 weeks of maternity nursing and 4 weeks of pediatric nursing (which compose phase I of the program), and 16 weeks employment linked placement (that composes phase II of the Internship Program).
- 2.7 **Maternity Leave:** means approved leave of absence granted to a married female Nurse Intern due to pregnancy

3. POLICY STATEMENTS

- 3.1 The pregnant Nurse Intern under the Internship Program of CON shall be entitled to maternity leave for (4) weeks preceding expected date of delivery and 6 weeks after delivery.
 - 3.1.1 The four (4) weeks proceeding to the expected date of delivery shall be granted upon request of the pregnant Nurse Intern when it is no longer possible for her to carry out the clinical requirements of her training.
- 3.2 Eligibility for maternity leave begins with the start date of the Internship Program.
- 3.3 CON-IU shall provide counselling to pregnant Nurse Intern on maternity leave entitlement.
- 3.4 No Maternity leave will be granted while the Intern is on a scheduled leave, Likewise, no public holiday leaves will be re-scheduled as a result of maternity leave.
- 3.5 Maternity leave cannot be carried over and it is required to be made up for by the Nurse Intern according to established processes
- 3.6 In cases when the Nurse Intern requires additional time to recover beyond the 6 weeks granted by this policy, she can apply for deferment of training.
- 3.7 If maternity leave days exceed 25% of the total clinical rotation time where it occurs, the rotation must be repeated.
- 3.8 The total leave time taken during the course of internship should not result in extending the internship training longer than eighteen (18) months in total. Should this happen, individual cases will be addressed to the College Council for decision.
- 3.9 If eligible, full medical benefits associated with the pregnancy including the delivery and post-partum care shall be provided to CON Nurse Interns by Ministry of National Guard Health Affairs and its affiliated facilities.
- 3.10 Married female Nurse Intern who delivers during the internship period or prior commencement of the training is entitled to be released from regular working hours on a daily basis for one (1) hour for the purpose of breastfeeding her newborn child within twenty four months (2 years) from date of delivery.
- 3.11 Maternity leave requests must be filed directly to CON-IU by the concerned Nurse Intern as per the established leave policies and procedures for leave.

4. PROCEDURES

- 4.1 By the end of the twelfth week of pregnancy, the Nurse Intern must confirm in writing to the CON-IU the pregnancy and the expected date of delivery with evidence from the Employee Health Clinic Physician at MNGHA.
- 4.2 CON-IU will invite the Nurse Intern for one-to-one counselling about maternity leave entitlement, calculation of leave days and breast feeding leave.

- 4.3 The expected date of delivery will form the basis upon which the timing of maternity leave and/or planning of subsequent actions must occur.
- 4.4 CON-IU will notify the concerned clinical area once the maternity leave is finalized and approved.
- 4.5 The Nurse Intern will file maternity leave request directly to CON-IU utilizing Intern leave request form along with necessary supporting documentation
- 4.6 The Nurse Intern who is granted Maternity Leave is expected to return to work by the end of her approved leave as agreed. Failure to return to work on time, without proper authorization of leave extension, will subject the intern to applicable disciplinary actions.
- 4.7 Schedules of breast feeding hours will be arranged directly with the concerned Nurse Manager.

5. RESPONSIBILITY

It is the responsibility of the Nurse Intern to understand and practice according to this policy.

It is the responsibility of the CON IU and the Nursing Services staff who are involved with interns' clinical training to ensure effective implementation of this policy.


6. RELATED REFERENCES


- 6.1 Ministry of Education Bylaws, KSA
- 6.2 Nursing Internship Curriculum at KSAU-HS
- 6.3 Saudi Labor Law, Article 151.
- 6.4 MNGHA APP 1428-12: Infant Feeding
- 6.5 Ministry of Labor policy and regulation No. 791
- 6.6 The resolution of the Legal Affairs Department at the KAMC-R, Reference No. Legal/9/2006, dated January 1 2006.

7. RECOMMENDATIONS

RECOMMENDED BY:


Dr. Haya Al-Fozan
Dean, CON-Riyadh
Date: 30 MAR 2016


Dr. Tagwa Omer
Dean, CON-Jeddah
Date: 30 MAR 2016


Prof. Shadia Abd El Kader Hassan
Dean, CON-Al Ahsa
Date: 30 MAR 2016

8. APPROVAL

APPROVED BY:



Prof. Youssef Al Eissa
Vice President, Educational Affairs
King Saud bin Abdulaziz University for Health Sciences

Date