REDEEMERS HEALTH VILLAGE

Human Resources Department

MATERNITY AND PATERNITY POLICY

Policy Code: HR-POL-017

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Date Approved:	—		

Relevant Standards

- Labour Act of Nigeria (Cap L1 LFN 2004) — Sections 54–57 (Maternity Protection)
- ILO Convention No. 183 — Maternity Protection (2000)
- RHV Leave Policy (HR-POL-016)
- RHV Disciplinary Action Policy (HR-POL-005)
- National Health Act 2014

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2024	New Policy Implementation	
2	Final	June 5, 2025	Policy Review & Update	CHRO
3	Final	April 28, 2026	Board Submission Revision	CHRO/CEO

1. Purpose

This policy establishes a comprehensive, supportive, and legally compliant framework for maternity leave, paternity leave, adoption leave, and antenatal attendance entitlements at Redeemers Health Village (RHV). It reflects RHV's commitment as a faith-based healthcare institution to supporting employees during pregnancy, childbirth, adoption, and early parenthood, while maintaining the operational continuity required to serve our patients.

2. Scope

This policy applies to all full-time and confirmed employees of RHV who meet the eligibility criteria defined herein. Part-time and contract employees may access provisions where their specific contract terms do not expressly exclude them. This policy is read in conjunction with the RHV Leave Policy (HR-POL-016).

3. Roles and Responsibilities

HR Department

Communicates leave entitlements to staff; receives and processes all leave applications; updates leave records in the HRIS; ensures compliance with this policy and applicable law; provides documentation templates to employees.

Employees

Submit leave applications within the required timelines with all supporting documentation; abide by all applicable RHV policies; notify HR promptly of any change in circumstances affecting their leave.

Line Managers

Support leave planning and ensure work continuity during absence; communicate performance expectations on the employee's return; escalate any concerns to HR without delay.

4. Maternity Leave

4.1 Eligibility

Female employees must have completed at least six (6) months of continuous service with RHV to be eligible for paid maternity leave. Employees with less than six months of service may take maternity leave, but it will be unpaid.

4.2 Duration and Pay Structure

The standard maternity leave entitlement is twelve (12) weeks (three calendar months). The applicable pay rate is determined by the employee's length of continuous service at the date of commencement of maternity leave, as follows:

- Less than 6 months of service: Unpaid maternity leave.
- 6 to 12 months of service: 100% of monthly salary for the duration of the standard leave period.
- 13 months of service or more: 100% of monthly salary for the duration of the standard leave period, applicable for a maximum of two (2) children. For any child beyond two, the rate reverts to 50% of monthly basic salary.

4.3 Maternity Leave Timing

Maternity leave may commence at least four (4) weeks before the employee's expected delivery date. The post-delivery period of maternity leave must extend for at least six (6) weeks in all cases, regardless of the circumstances of delivery. Where an employee elects not to take pre-delivery leave, she must submit a medical certificate from a registered physician confirming her fitness to continue working. RHV accepts no liability for

any adverse events arising from the employee's decision to continue working beyond the four-week pre-delivery window.

4.4 Unpaid Extension

An employee may apply for an unpaid extension to maternity leave of up to three (3) additional months beyond the standard twelve weeks. The application must be submitted to HR in writing at least two (2) weeks before the end of the standard leave period. Extensions are subject to Management approval and are not guaranteed.

4.5 Bonding and Repayment Obligation

Any employee who voluntarily resigns from RHV within one (1) year of resuming from paid maternity leave will be required to refund 50% of the gross salary paid to them during the three-month standard maternity leave period. This repayment obligation will be clearly stated in the employee's maternity leave confirmation letter and, where possible, will be recovered from final entitlements. Where full recovery from final entitlements is not possible, HR will enter a formal written repayment agreement with the employee.

4.6 Special Circumstances

- Stillbirth or Miscarriage (Third Trimester): An employee who experiences a stillbirth or a miscarriage in the third trimester of pregnancy is entitled to four (4) weeks of paid leave, even if maternity leave had not yet commenced at the time. Medical documentation is required.
- Subsequent Maternity Leave: A second or subsequent maternity leave entitlement will not be granted until twelve (12) full months have elapsed from the date the employee resumed work following the previous maternity leave.
- Annual Leave Restriction: Maternity leave and annual leave may not be taken concurrently or combined in the same leave year.

4.7 Maternity Leave Application Process

1. The employee notifies HR in writing of her pregnancy and expected delivery date as soon as reasonably practicable, and no later than at the commencement of the seventh month of pregnancy.
2. The employee submits a formal maternity leave application through her line manager to HR, accompanied by a medical certificate stating the expected delivery date.
3. HR acknowledges receipt and confirms the leave dates, pay entitlement, and any conditions in a formal maternity leave confirmation letter, issued within five (5) working days of the application.
4. HR updates the HRIS and notifies Finance for payroll adjustment.

4.8 Post-Resumption Nursing Concession

For the first three (3) months following the employee's return from maternity leave, nursing mothers are granted one (1) hour of flexibility per working day. This hour may be used as a late arrival or early departure, at the employee's discretion and with the line manager's awareness. This concession does not affect the employee's normal daily contractual hours for the rest of the day and is not cumulative.

5. Adoption Leave

5.1 Entitlement by Age of Child

- Adopted child younger than six (6) months: Up to two (2) months of leave, mirroring maternity leave provisions.
- Adopted child older than six (6) months: Up to one (1) month of leave.

5.2 Pay Structure

The pay structure for adoption leave mirrors the maternity leave pay structure in Section 4.2 above, applied according to the employee's length of service at the time of adoption leave commencement. The entitlement applies for a maximum of two (2) adopted children; subsequent adoptions attract 50% salary.

5.3 Conditions

- The employee must notify HR at least one (1) month in advance of the intended adoption leave start date, except in genuinely urgent or emergency adoption circumstances.
- Proof of legal adoption proceedings or completion, as issued by a recognised Nigerian court or adoption authority, is mandatory.
- Adoption leave and annual leave may not be combined in the same leave year.
- The repayment obligation in Section 4.5 applies equally to adoption leave.

6. Antenatal Clinic Attendance

Pregnant employees are entitled to paid time off for antenatal clinic visits in accordance with the following schedule:

- First to Third Month of Pregnancy: One (1) paid antenatal visit per month.
- Fourth to Sixth Month: Two (2) paid antenatal visits per month.
- Seventh to Ninth Month: One (1) paid antenatal visit per week.

Conditions: The employee must provide proof of the pregnancy and the scheduled appointment dates. Time off for antenatal visits must be requested at least 24 hours in advance wherever possible. Antenatal time off is for scheduled clinic visits and does not extend to other personal medical appointments.

7. Paternity Leave

7.1 Eligibility

All confirmed male employees of RHV are entitled to paternity leave upon the birth of a child (biological or legally adopted) to their partner.

7.2 Entitlement

Five (5) working days of paid paternity leave. Leave must be taken within two (2) weeks of the child's birth. Paternity leave that is not taken within this window lapses and cannot be carried over, deferred, converted to cash, or combined with annual leave, except where Management determines, in writing, that exceptional circumstances prevented timely use.

7.3 Unconfirmed (Probationary) Employees

Male employees who have not yet completed their probationary period are entitled to five (5) working days of unpaid paternity leave only.

7.4 Application Process

The employee notifies HR and their line manager as soon as the birth or expected birth date is known, and submits a formal paternity leave request form along with confirmation of the child's birth (birth registration certificate or hospital birth notification) within five (5) working days of the birth.

8. Non-Compliance and Enforcement

Any abuse or misrepresentation of leave entitlements including providing false documentation, misrepresenting a birth, adoption, or medical condition, or otherwise exploiting the provisions of this policy will result in formal disciplinary action in accordance with the RHV Disciplinary Action Policy (HR-POL-005). Consequences may include the recovery of salary paid during any misrepresented leave period, a formal warning, suspension, or termination of employment. RHV reserves the right to amend, update, or revise this

policy in line with changes in law, organisational need, or Board direction. All changes will be communicated to staff with adequate notice.

9. Monitoring and Review

HR maintains records of all maternity, paternity, and adoption leave taken, including application dates, entitlement levels, and repayment obligations. These records are reviewed quarterly by the CHRO and reported annually to the Board. This policy is reviewed annually by the CHRO in conjunction with any relevant changes to the Labour Act or organisational conditions.