EMPLOYEE PARENTAL RIGHTS

GUIDE



ÖZYEĞİN UNIVERSITY

FOREWORD

Welcoming a new member into the family is an exciting experience that brings new parental responsibilities and rights. We have prepared the Employee Parental Rights Guide to ensure our esteemed members of the OzU Community can easily access their rights throughout this transformative experience.

At Özyeğin University, we promote the fair distribution of childcare and believe in the importance of all parents sharing this responsibility equally. Therefore, in line with our commitment to gender equality, we have developed various progressive institutional policies that extend beyond statutory regulations to support the work-life balance of all our employees as they care for their children. This guide will detail these additional policies and your legal entitlements. We hope that this guide will be helpful for all members of the Özyeğin University Community. For more information, you may always contact us at ik@ozyegin.edu.tr.

Human Resources

ÖZYEĞİN UNIVERSITY

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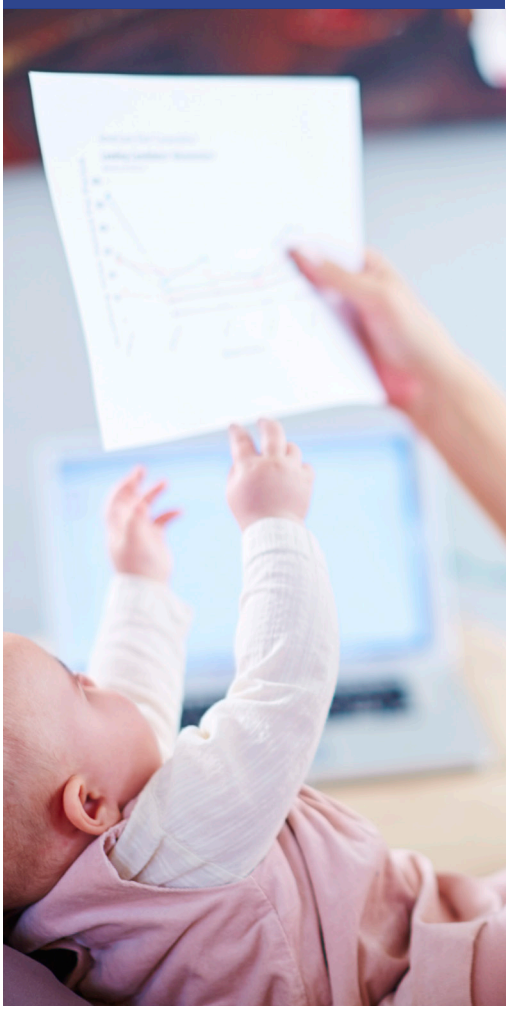
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PARENTAL LEAVE AND WORKING CONDITIONS

Employees who become parents are entitled to various statutory rights during pregnancy, childbirth, and postpartum.



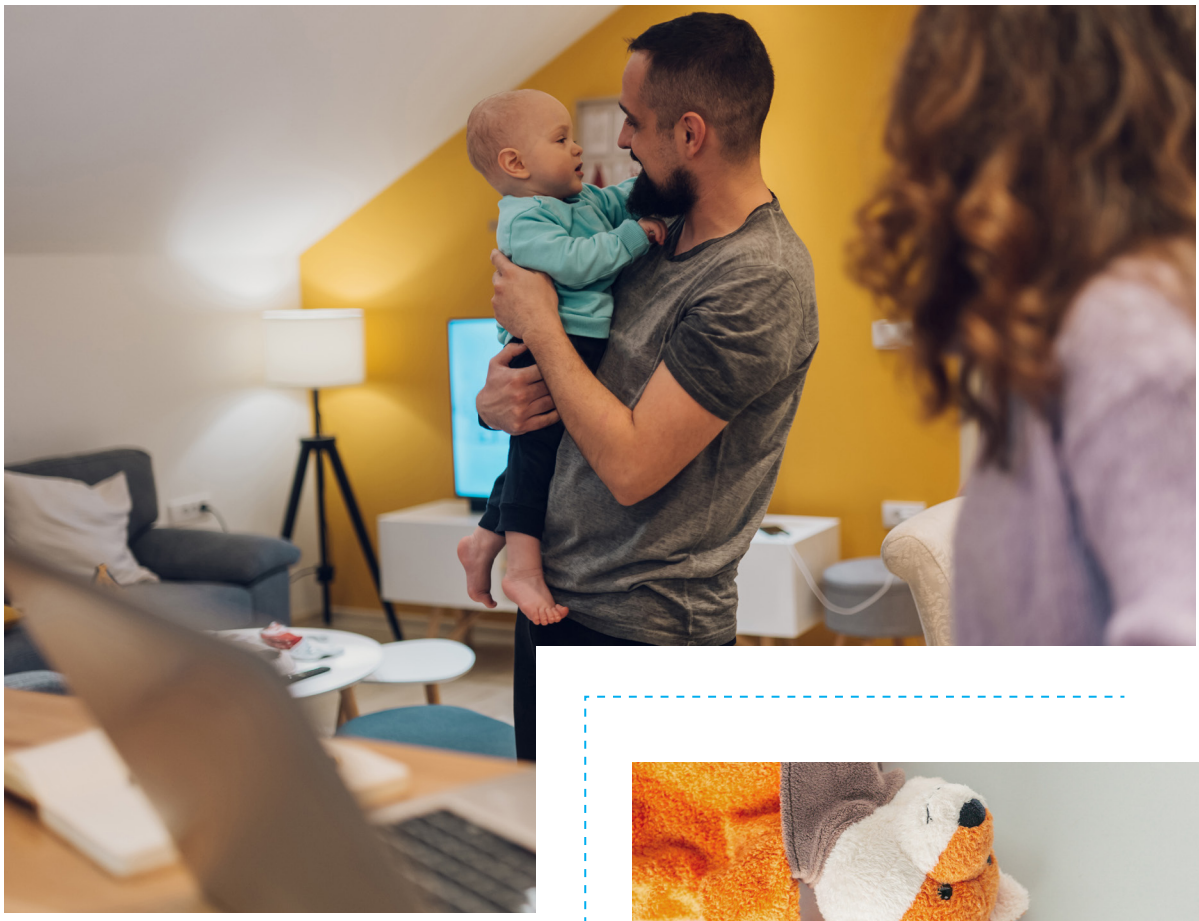
This section summarizes your rights stipulated in Labor Law No: 4857. The links to relevant laws and regulations are available at the end of this guide.
https://www.mevzuat.gov.tr/mevzuatmetin/1.5.4857.pdf

Periodic Check-Up Leave

You are granted paid leave during pregnancy to attend routine prenatal medical check-ups.

Maternity Leave

- Maternity leave is **16 weeks,** consisting of 8 weeks before and 8 weeks after childbirth.
- In multiple pregnancies, maternity leave extends to 18 weeks, 10 weeks before and 8 weeks after childbirth.
- If your health condition allows and your physician clears you as fit for work with a medical certificate, you may continue working until the 37th week of pregnancy. **In such cases, or the event of a premature birth, any unused prenatal leave will be added to your postnatal leave.**
- As an additional benefit, Özyeğin University grants 10 extra days of parental leave to employees whose spouses have taken the 8-week maternity leave following the adoption of a child under the age of three.



Paternity Leave

- Under Labor Law No: 4857, employees **whose spouse has given birth** are entitled to **5 days of paid paternity leave.** We have extended this entitlement up to 10 days for fathers who are Özyeğin University employees. Paternity leave does not have to be taken collectively as a consecutive 10-day period. After taking the first 5 days off, employees can use the second 5 days of their leave at any time within one year after the child's birth.

- **If you adopt a child under the age of three,** you are entitled to **8 weeks of maternity leave** starting from the date the child is officially placed in your care. If you are the sole adoptive parent, you may take the leave. If you adopt the child jointly with your spouse, you or your spouse may take this leave.



Nursing Leave

- As per Labor Law No: 4857, nursing leave begins once the employee returns to work after maternity leave. Employees are entitled to up to **1.5 hours of nursing leave per day.** At Özyeğin University, you may take this leave **one full day per week.**

- By law, nursing leave is granted until the child reaches 12 months. To further support childcare responsibilities, Özyeğin University has extended nursing leave **until the child reaches 24 months.**

- One full day per week of nursing leave cannot be used in addition to remote workdays. **If you are in a hybrid work role** and opt to take your nursing leave as 1.5 hours per day, you may continue to benefit from hybrid work flexibility. However, if you take one full day per week as nursing leave, hybrid work flexibility will not be available.



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Half-Time Work Leave and Part-Time Work

After completing maternity leave, employees have the right to two types of work arrangements granted by law to facilitate their return to the workplace: Half-Time Work and Part-Time Work. These work arrangements are as follows:



a. Half-Time Work Leave with Half-Time Work Allowance

To qualify for half-time work leave with a half-time work allowance, you must have at least 600 days of unemployment insurance premium contributions paid in your name within the last three years. You can apply to the Turkish Employment Agency (İŞKUR) in person or via the e-Government portal (e-Devlet) within 30 days from the end of your maternity leave to benefit from half-time work leave with a half-time work allowance. The entitlements available under this scheme are as follows:

- Following the completion of maternity leave, you may request to take unpaid leave equivalent to half of your regular weekly working hours for childcare purposes for:

1. 60 days for the first childbirth,
2. 120 days for the second childbirth,
3. 180 days for subsequent births

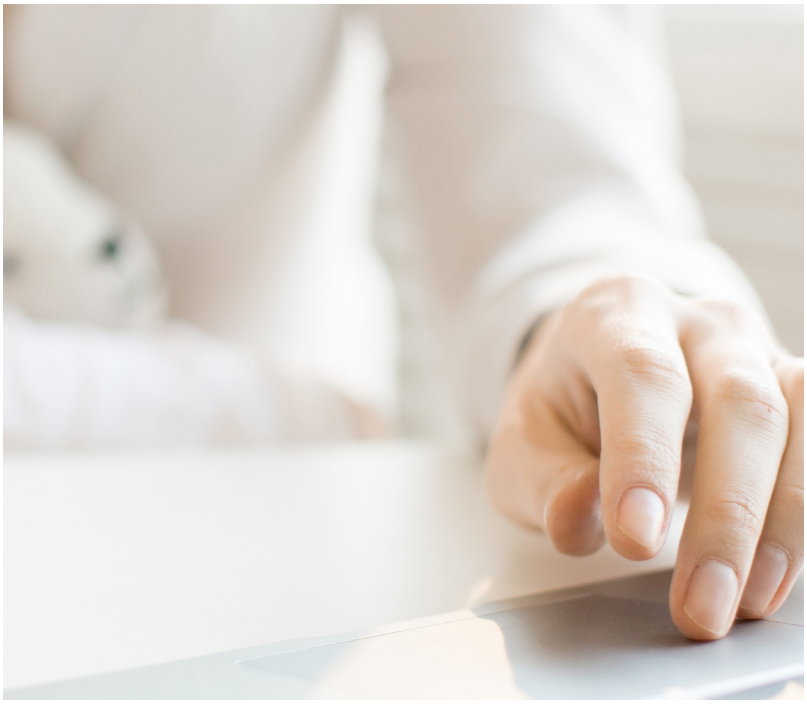
- In multiple births, an additional 30 days is granted.
- If your child is born with a disability, this period is extended to 360 days.
- If you exercise your half-time work entitlement, your employer will pay the premiums and salary corresponding to half of your working hours, including weekends, national holidays, and public holidays. At the same time, İŞKUR will cover the remaining portion of premiums and salary for the unpaid leave days, including weekends, national holidays, and public holidays.
- Half-time work allowance is paid monthly by İŞKUR, beginning from the second month following the submission of your monthly premium and service declaration.
- The half-time work allowance corresponds to the gross daily minimum wage for each non-working day. After stamp tax deductions, the remaining net amount is paid to you.
- During the period in which you receive the half-time work allowance, your social security premium contributions (both employer and employee contributions) are paid to the Social Security Institution (SGK) by İŞKUR for the corresponding number of days covered by the half-time work allowance. Thus, you do not experience any loss in premium days.
- If you take unpaid leave under this scheme, you will not be eligible for nursing leave during the half-time work period.
- If you adopt a child under the age of three, either you or your spouse may benefit from this entitlement.



If you do not meet the eligibility criteria for half-time work with a half-time work allowance, you may still apply for part-time work without the allowance. Part-time work differs from half-time work in that Özyeğin University will compensate your working hours, while no allowance will be provided by İŞKUR for hours not worked.

b. Part-Time Work Without Half-Time Work Allowance

- If you do not meet the eligibility criteria for half-time work with a half-time work allowance, you may still apply for part-time work without the allowance. Part-time work differs from half-time work in that Özyeğin University will compensate your working hours, while no allowance will be provided by İŞKUR for hours not worked.
- The entitlements available under this scheme are as follows:
- If your spouse is also employed, you may request to work part-time after the expiration of your maternity leave by submitting a written application at least one month in advance. Under this arrangement, you may work part-time until your child reaches the mandatory school age for primary education.
- If you adopt a child under the age of three, either as a sole adoptive parent or jointly with your spouse, you may benefit from part-time work entitlement starting from the date the child is legally placed in your care until the child begins primary school.
- Fathers whose spouses are employed are also eligible for this arrangement.
- If you transition to part-time work, you may return to full-time employment at any time before the requested part-time period ends. However, you must notify Human Resources in writing at least one month in advance. Once you return to full-time work, you cannot apply for part-time work again for the same child.





Unpaid Leave

- Upon completing your 16-week prenatal and postnatal maternity leave (or 18 weeks in the case of multiple pregnancies), you may request up to six months of unpaid leave.
- Unpaid leave is also available to employees who adopt a child under the age of three, either a sole adoptive parent or jointly with their spouse. If you are the sole adoptive parent, you may take unpaid leave. In cases of joint adoption, either you or your spouse may benefit from this entitlement.
- The unpaid leave period is not counted towards annual paid leave entitlements.
- During unpaid leave, all employee rights are suspended. As a result, no social security premium days are declared to Social Security Institution (SGK), no salary payments are made, and the leave period is not counted toward the length of service.
- Unpaid leave must be used within the first six months following the expiration of maternity leave. If you engage in full-time, half-time, or part-time work after maternity leave, the time spent in these arrangements will be deducted from the six-month unpaid leave period.

Service Crediting for Post-Natal Unpaid Leave or Non-Working Periods due to Maternity Leave

Service crediting enables you to have specific periods of absence from work or unpaid social security contributions due to maternity or childbirth counted toward your length of service for retirement. To have these periods included in your retirement calculations, you must personally cover the relevant social security premiums for these non-contributory periods..





FINANCIAL SUPPORT AND PAYMENTS OFFERED BY PUBLIC BODIES

Working parents can benefit from various types of leave and apply for financial support from public bodies during this period. This section summarizes the primary support and payment types available for application.

Temporary Incapacity Benefit in Case of Maternity

The Temporary Incapacity Benefit is a form of financial support paid by the Social Security Institution (SGK) to insured employees who are temporarily unable to work due to sickness, workplace accidents, occupational diseases, or maternity to help compensate for lost income. Employees must have paid at least 90 days of short-term insurance premiums within the year preceding childbirth to qualify for this benefit. If the temporary incapacity benefit is paid to the employee by SGK: The payable “temporary incapacity benefit” is calculated based on the medical certification for 16-week maternity leave (18 weeks for multiple births) and is deposited into the employee’s account or paid via PTT in the following month. If a bank account is registered, the payment is made directly to the account. The bank account registration can be completed under the Personal Payments Bank Account Registration section via the e-Government portal.

- Thanks to the protocol between Özyeğin University and SGK, employees are not required to complete additional steps to receive the temporary incapacity benefit. We continue paying your entire salary during maternity leave (Maternity Certificate) to prevent income loss.
- The Human Resources Department also declares these periods to SGK as days of leave with a medical certificate.
- In the case of adoption, temporary incapacity benefit is not paid during maternity leave. (SGK)

Maternity Benefit

Birth Grant is a one-time social support payment made by the Ministry of Family and Social Services to new mothers or fathers who have recently had a child. The payment is not subject to any income test and is available to all citizens. For applications to receive a birth grant, you may submit a written petition to the Provincial Directorates of Family and Social Policies or Social Service Centers (SHM). These applications are made individually and independently from the University.



Nursing Benefit

The Nursing Benefit is a financial support offered by the Social Security Institution (SGK) to insured employees or their spouses to help cover the basic needs of their newborns. To qualify for this benefit, employees must have at least 120 days of short-term insurance premiums paid in their names within the year preceding childbirth. The nursing benefit is paid once for each birth, either to the insured female employee or the insured male employee, so long as the spouse is not insured. After the birth report is approved by SGK and the process is completed, the payment is deposited into the employee's bank account if registered or made via PTT.

ADDITIONAL BENEFITS OFFERED BY ÖZYEĞİN UNIVERSITY

As Özyeğin University, we recognize that the relationship between children and caregivers can take many forms. We believe in supporting all employees who assume caregiving responsibilities for a child. We are committed to continually updating and improving the benefits we offer to support our employees. We also believe that the equal sharing of caregiving responsibilities among all parents is essential in redistributing unpaid domestic labor. In addition, recognizing the needs of parents who adopt, serve as foster families, or take sole responsibility for a child's care, we aim to provide inclusive, child-centered parental rights. Placing gender equality at the center of our initiatives, we fulfill legal requirements and introduce innovative models and practices to offer our employees new benefits that extend beyond the law to support their work-life balance. In this section, we would like to share with you these additional benefits offered by Özyeğin University.



New Policy Regarding Temporary Incapacity Benefit



We previously shared detailed information about the Temporary Incapacity Benefit in the section “Support and Payments Offered by Public Bodies.” For easier access to this benefit, Özyeğin University has made the following arrangements:

- We continue paying the full salary during maternity leave (Maternity Certificate) to prevent income loss.
- In line with the protocol signed between SGK and Özyeğin University, the temporary incapacity benefit is paid to the University in exchange for the entire salary payment. Therefore, no further action is required from the employee.

Private Health Insurance Plan

During Pregnancy

- Our group private health insurance policy covers all routine prenatal check-ups within the outpatient treatment coverage limits.
- To be eligible for this coverage, employees must have completed a 12-month waiting period since joining the group private health insurance plan.

For Your Baby

To include your newborn in the group private health insurance, you can request their inclusion by submitting the baby’s discharge summary, a copy of the baby’s ID, and the birth certificate to Human Resources within 30 days from the birth date. The available procedure provides detailed information about the group private health insurance usage.

Maternity Benefit

- Our University offers a maternity benefit to assist employees with childbirth expenses. For the current benefit amount, please refer to the relevant procedure available in the MyOzU application.

- For pregnant individuals covered under our group private health insurance policy, this assistance will be provided under the policy. For those not covered by the policy, Özyeğin University will provide this assistance directly. To ensure you can benefit from this assistance, please inform Human Resources at least one month before the due date.



Extended Nursing Leave

- Özyeğin University recognizes the importance of breastfeeding for the healthy development of children. We understand that it is not always possible for all employees to breastfeed their babies.
- To reduce the stress of employees breastfeeding their children, we have extended the 12-month nursing leave period to include female employees with children aged between 13 and 24 months in line with breastfeeding-friendly workplace standards. Employees are also offered the option to use this leave as a full-day leave per week, as explained under “Nursing Leave” in the "Parental Leave and Working Conditions" section.

To reduce the stress of employees breastfeeding their children, we have extended the 12-month nursing leave period to include female employees with children aged between 13 and 24 months in line with breastfeeding-friendly workplace standards.

In-Vitro Fertilization (IVF) Treatment Leave

Employees or their partners undergoing IVF treatment to conceive are entitled to an additional three (3) working days of leave during the treatment process, separate from any sick leave or post-pregnancy leave granted during this time. This leave can be taken as needed throughout the treatment period. As post-pregnancy leave is subject to a different legal procedure, we would like to remind you again that the IVF treatment leave must be used exclusively during the treatment phase.

Nursing Rooms

We have designated three lactation rooms on campus to provide a comfortable space for employees to express milk and store it appropriately. The keys to these rooms are available at Human Resources. To use the rooms, please contact Human Resources to receive the key.

The locations of the nursing rooms are as follows:

AB1 | Floor 1, Room 125
ÖM | Floor -3, Room 3B12
AB3| Floor 2, Room 476



Childcare and Daycare Support

- Female employees with children aged between 0 and 66 months enrolled in a preschool institution affiliated with the Ministry of National Education or the Ministry of Family and Social Services are eligible for this support. Additionally, male employees with children in the same age range who attend a preschool institution and can provide documentation that their spouse does not receive childcare or daycare support are also entitled to benefit from this program. Employees who are foster parents are likewise eligible for this benefit.

For the current benefit amount, please refer to the relevant procedure available in the MyOzU application. The relevant support is provided in two ways:

a. Childcare or Daycare Support for Children Aged 0-36 Months

Our employees can benefit from this support by selecting one of the two available options:

- Employees whose children attend daycare must submit the invoice issued by the daycare center to the Human Resources Department by the 24th of each month at the latest. The corresponding payment will be made directly to the daycare center's bank account.
- Childcare support will be provided directly to the employee through payroll for children who do not attend daycare.

b. Daycare Support for Children Aged 37-66 Months

Employees whose children attend daycare must submit the invoice issued by the daycare center to the Human Resources Department by the 24th of each month at the latest. The corresponding payment will be made directly to the daycare center's bank account.

First Day of School & Report Card Leave

To support our employees in being present for their child's essential school milestones, we offer two (2) full days of leave per academic year for parents of kindergarten and primary school students (grades 1–4). This leave can be used on the child's first day of school or report card day, depending on the child's needs.



This benefit is also available to employees with foster parent status. The First Day of School & Report Card Leave applies to the first days of each semester, the mid-year report card day, and the end-of-year report card day. Employees may use this leave on any two of these four days, but it cannot be split into half-days.



Foster Parenting Leave

As Özyeğin University, we know that providing unconditional love and care for a child is not limited to custody alone. Considering that foster parenting may have some legal restrictions, we view this process as an equivalent responsibility to parenting and define special leaves accordingly. Therefore, we have introduced special leave types exclusively tailored to the dynamics of foster care. For employees with foster parent status:

- Female or male employees fostering a child aged 0–3 are entitled to eight (8) weeks of leave from the date the child is placed in their care, similar to other parent employees.
- If two parents share the foster parenting responsibility for a child aged 0–3, the parent who does not take the eight-week leave is entitled to ten (10) business days of leave, starting from the child's placement with the family.
- Female and male employees fostering a child older than 3 years are entitled to four (4) weeks of leave from the date the child is placed within their care.
- If both parents share the foster parenting responsibility for a child older than 3 years, the parent who does not take the four-week leave is entitled to ten (10) business days of leave, starting from the child's placement with the family.

Benefit Type	Eligible Employees	Duration	When to Use	Special Conditions
Periodic Check-Up Leave (Prenatal Care)	Pregnant Employees	As required by the physician	During pregnancy	
Maternity Leave	Female employees; or male or female employees adopting a child under 3 years old	8 weeks before birth, 8 weeks after birth (10 weeks before birth for multiple pregnancies)	During pregnancy or adoption (starting from the child's placement date)	If the employee works until the 37th week with a medical certificate, the unused pre-natal leave is added to the post-natal leave
Additional Parental Leave	Female or male employees adopting a child	10 additional days	If one spouse takes 8 weeks of maternity leave	Granted by Özyeğin University
Paternity Leave	Male employees whose spouses have given birth	10 days	After birth (if used in parts, within the first 12 months)	The first 5 days must be taken collectively. The remaining 5 days can be used either collectively or flexibly
Nursing Leave	Female Employees	1.5 hours per day or 1 full day per week (up to 24 months)	Upon returning to work after maternity leave	1 full day leave cannot be consolidated with remote work
Half-Time Work Leave	Female employees; or employees adopting a child under 3 years old	60 days (1st birth), 120 days (2nd birth), 180 days (subsequent births)	After the end of maternity leave	Requires at least 600 days of social security premium contributions in the last 3 years. +30 days for multiple births, 360 days for a child with a disability
Part-Time Work	Working parents	Until the child starts primary school	After the end of maternity leave	The spouse must be employed. Employees may return to full-time work any time. However, once returned to full-time work, part-time work cannot be requested again
Unpaid Leave	Working parents	6 months	After the end of maternity leave	Not counted towards annual leave entitlements. No social security contributions are paid. If a child under 3 is adopted, either parent can take the leave.
Temporary Incapacity Benefit	Female Employees	16 weeks (18 weeks for multiple births)	During maternity leave	Özyeğin University continues to pay the full salary without any deductions
Maternity Benefit	Female Employees	Per childbirth	Application required before birth	For more, please see the relevant procedure. Covers pregnant women not enrolled in the insurance plan
Nursing Benefit	Female employees with social security; male employees with social security whose spouse is uninsured	One-time per childbirth	After birth	Requires at least 120 days of short-term social security contributions in the last year. Paid via PTT or bank transfer
Childcare and Daycare Support	Employees with children and foster parents	0-36 months for childcare support; 0-66 months for daycare support	For children attending daycare, payments are made either directly to the daycare center upon receipt of the invoice; or to the employee through payroll	Male employees must document that their spouse does not receive similar support
Foster Parenting Leave	Male or female employees fostering a child 0-3 years	8 weeks (for one parent, regardless of male or female) & 10 days (if the other parent takes the 8-week leave)	From the date of placement	Granted by Ozyegin University
Foster Parenting Leave	Male or female employees fostering a child older than 3 years.	4 weeks (for one parent, regardless of male or female) & 10 days (if the other parent takes the 4-week leave)	From the date of placement	Granted by Ozyegin University
In-Vitro Fertilization (IVF) Treatment Leave	Employees or their partners undergoing IVF treatment	3 business days (per calendar year)	Before pregnancy, at any chosen date	Granted by Ozyegin University
First Day of School & Report Card Leave	Male or female employees with children in kindergarten and/or grades 1–4	2 business days	Any two days of the following: the first days of both semesters and report card days	Granted by Özyeğin University. Cannot be split into half-days. Foster parents are also eligible

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