



## Gender-sensitive & family-friendly policies/practice

As a caring employer, the University has promulgated various staff policies and adopted best practices to enable a gender-sensitive work environment and to accommodate employees' family responsibilities. Here is an overview of the policies and practices:

### **Absence management**

- To allow employees to attend family commitment on occasions, the following forms of family-friendly leave are provided:
  - 5 days' paternity leave
  - 3 days' adoption leave
  - 2 days' bereavement leave
- Statutory maternity leave is provided on full-pay basis.
- To support the pursuit of academic activities or taking up of academic scholarships, sabbatical leave and academic leave on full-pay basis are provided. Flexibility is extended to allow local activities and receipt of support and/or pecuniary reward to cover necessary travel, accommodation and subsistence expenses at reasonable standard.

### **Medical assistance**

- The use of labour ward, nursing service, etc. for maternity deliveries is covered under the medical benefits provisions in the form of reimbursement of costs within limits.
- If wanted, female patients can choose physicians of same sex at the University clinic.

### **Work flexibility**

- The University adopts 5-day work week to foster work-life balance under which flexible work arrangements may be considered.
- For academic appointees who are subject to a major review for substantiation of appointment, a candidate close to the said review can request an extension of the time limit on grounds of maternity or prolonged leave arising from sickness.

### **Personal and family support**

- There is an array of support to employees and their family members, namely:
  - An Employee Assistance Programme to provide 24-hour professional counselling and consultation on various areas including family and work/life issues
  - Work-life balance talks, including some on marital relationship and parenting
  - On-campus facilities open for use by family members – University clinic, library, sports facilities
  - Special offers to family, e.g. discount on tuition fees of study programmes in Yale-China Chinese Language Centre
  - Support to family of deceased staff including counselling service and ex-gratia payment where applicable

All of the above are subject to respective conditions of provisions and grant. [Details](#) are obtainable via the respective homepages accessible to University employees.

The University will continue to review and develop policies to cater to the need of female staff and those with family responsibilities. We believe that such caring measures can help build up a supportive culture and enhance commitment to work.