Sick Leave Bylaw  
(incorporating Maternity Leave)

Article (1):
Without prejudice to the provisions stated in the Egyptian legislations that regulate the relationship among the Employer, the Employee and the social and health insurance, this bylaw regulates the Employees’ right to obtain sick leave. This bylaw supplements all the University bylaws and supersedes any other provision which violates this bylaw.

Article (2):
This bylaw is to be applied on all the University Employees who have been working for at least three months for the University and have been insured under the Social Insurance Authority. It also applies to the following categories of staff who are not insured under the Social Insurance Authority, provided they have worked for the University for at least three months: International Employees; any uninsured Egyptian Employees who are over sixty years old; full time Employees on Secondment.

Article (3):
In applying this bylaw, the following terms denote the meaning stated next to each:

لاجحیة الأجاسات المرضية والوضع

مادة (1):
مع عدم الإخلال بالأحكام الواردة بالتشريعات المصرية التي تنظم العلاقة بين العامل ورب العمل والتامينات الاجتماعية والصحية، تنظم هذه اللائحة حق العاملين بالجامعة في الحصول على الأجازات المرضية وتفكيم جميع لوائح الجامعة الأخرى ويلغي إلى نص يخالف أحكام هذه اللائحة.

مادة (2):
تعلق هذه اللائحة على جميع العاملين بالجامعة الذين مضى على تعينهم بالجامعة ثلاثة أشهر على الأقل و مؤمن عليهم لدى الهيئة القومية للتأمين الاجتماعي، ولا يشترط توافر هذا التأمين بالنسبة للعاملين الأجانب والمصريين فوق سن الستين غير المؤمن عليهم والمعارين بوقتًا كامل.

مادة (3):
يقصد في تطبيق أحكام هذه اللائحة بالصطلحات
(A) The Employee: means all the Academic, Admin and Support (cleaners, construction workers and drivers) staff.

(B) The singular term includes plural.

(C) The masculine term includes feminine.

**Article (4):**

The following are the only accredited authorities to determine if the case requires sick leave or not, even if it is for one day:

| (A) | The International Medical Centre for the Academic and Admin staff. |
| (B) | Nasr City Hospital for Health Insurance for the support employees and the drivers. |
| (C) | The University full time physician is concerned with all the above mentioned Employees in cases that do not require going to the previous hospitals or if the Employee goes to an unaccredited authority and wishes to endorse its medical report provided that s/he has to submit the report on the first day s/he returns to work, |

| مادة (4): |

الجهات المعتمدة لدى الجامعة لتقرير وجود مرض من عدهم و عما إذا كانت الحالة المرضية تستدعي أجازة مرضية حتى ولو كانت يوماً واحداً هي الجهات التالية فقط:

| 1 | المركز الطبي العالمي وذلك بالنسبة لإعفاء هيئة التدريس ومديري الإدارات والموظفين الإداريين. |
| 2 | مستشفى مدينة نصر للتأمين الصحي وذلك بالنسبة لموظفى الخدمات المعاونة والمناسبة. |
| 3 | طبيب الجامعة المقيم وذلك لأية من الفئات المذكورة أعلاه في الحالات التي لا تستدعي التوجه للجهات السابقة أو إذا تم التوجه إلى جهة غير معتمدة ويرغب العامل في إعتماد |
otherwise it will not be endorsed. The full time physician has the right to decrease the sick leave duration according to the medical condition. However, if the medical condition prevents submitting this medical report within three days from the date of absence, the Employee has to inform his/her line manager immediately by any means and his/her line manager shall inform the Human Resources in writing on the same day provided that the Employee shall submit his/her medical report on the first day s/he returns to work, otherwise it shall not be approved.

Article (5):

Medical reports issued by authorities other than the above mentioned will not be approved and in case the report is rejected for any reason, the sick leave will not be approved and will be deducted from the salary unless there is sufficient annual leave balance. In all cases, the rejection of the report must be justified, without prejudice to the legal liability if it is proved that the submitted medical report is invalid.

Article (6):

The Employee is entitled to sick leave for a...
period not exceeding thirty days fully paid, if his sickness is approved through one of the authorities mentioned in Article (4) above.

Article (7):

According to article (78) in the Social Insurance Law, the Employee is entitled to compensation of 75% of his/her salary for the next sixty days if his/her sickness condition requires an extension of his/her leave for more than thirty days. This compensation shall be increased to 85% of his/her salary if the case requires more extension, with maximum ninety days or death or full incapacity, provided that the accumulated sick leave that the Employee may obtain is not supposed to exceed one hundred and eighty days during one year.

Article (8):

In case of giving birth, the Employee is entitled to ninety days fully paid maternity leave, provided that she has been working with the Employer for at least ten months before obtaining the leave, without prejudice to Article (2). This maternity leave shall not be entitled more than three times throughout the Employee’s career life. According to article (90) in the Labour Law and article (70) in the Child Law, it is prohibited to assign the Employee any work during the forty five days following the day of giving birth.
Article (9):
If it is proved that the Employee violates the medical instructions and did not abide by it or it is proved that s/he joined another job during the sick leave duration, the payment will be refrained and the Employee will be deprived from the sick leave without any prejudice to the University’s right to take disciplinary action.