



A program led by



هيئة أبوظبي
للطفولة المبكرة
Abu Dhabi Early
Childhood Authority



المبادئ التوجيهية للوثائق الداعمة

الفترة	المعايير
إجازة الوالدية	إجازة الأبوة إجازة الأمومة
أنماط العمل المرنة	سياسة عمل مرنة
الرعاية الأسرية	ساعات الرضاعة رعاية الطفل
الرفاهية الأسرية	رفاهية الموظفين حماية الموظف
الثقافة المؤسسية	تمكن مدير المؤسسة

ملاحظة مهمة: في كل من المعايير أعلاه يُرجى توضيح ما إذا كانت هذه السياسة مستقلة، أو مشمولة ضمن سياسة أوسع نطاقاً. (عقد الموظف، ... الخ)

Guiding Principles to Support Documentation

Category	Criteria	
Parental Leave	Paternity Leave Maternity Leave	A clear policy that defines and outlines the parental leave allowance, flexibility, and the ability to utilize annual or unpaid leave to extend the parental leave period.
	Flexible Work	A clear policy defining the flexibility in hours and location, and includes arrangements such as part-time, annualized hours and job share.
Family Care	Nursing Childcare	A clear policy that outlines the nursing break allowance per day employees may utilize upon their return from leave, and the period in which they may do so. An image clearly showcasing the room with its amenities, including a fridge, storage facilities, power outlets, comfortable seating and baby change facilities. Policy, webpage, communications, etc. that includes childcare support such as direct financial support, vouchers, discounts, domestic helper training being offered to employees, etc.
	Family Wellbeing	Employee Wellbeing Worker Protection
Culture	Manager Enablement	Communications or a link to learning resources that show organized sessions informing managers about the parent-friendly policies and culture of their organization such as how to manage their team as they utilize the parent-friendly support offered to them.

Important note: Elaborate for each whether it is a standalone policy, a policy that exists under a wider leave policy, is it included within employee contract, etc.