TASDIQLAYMAN
Toshkent davlat tibbiyot
Universiteti Rektori
Sh.A. Boymuradov
“____” _____ 2025-yil

TOSHKENT DAVLAT TIBBIYOT UNIVERSITETI

HOMILADORLIK, TUG‘ISH VA BOLA PARVARISHI DAVRIDA XODIMLARNI QO‘LLAB-QUVVATLASH SIYOSATI

(Maternity and Parental Support Policy)

1. Umumiy qoidalar

1.1. Mazkur Siyosat Toshkent davlat tibbiyot universitetida (keyingi o‘rinlarda — Universitet) mehnat faoliyatini olib borayotgan xodimlarning homiladorlik, tug‘ish va bola parvarishi davrida qonunchilikda belgilangan huquq va kafolatlarini amalga oshirish, ularning kasbiy faoliyatdagi ishtirokini qo‘llab-quvvatlash hamda ish va oilaviy majburiyatlarni muvofiqlashtirishga ko‘maklashish maqsadida ishlab chiqilgan.

1.2. Siyosat Universitetning barcha tarkibiy bo‘linmalari va xodimlariga mehnat munosabatlari doirasida tatbiq etiladi.

1.3. Siyosat O‘zbekiston Respublikasining Mehnat kodeksi, Vazirlar Mahkamasining 2024-yil 31-maydagi 314-son qarori va mehnat hamda ijtimoiy sug‘urta sohasidagi boshqa amaldagi normativ-huquqiy hujjatlarga muvofiq qo‘llaniladi.

2. Asosiy tamoyillar

2.1. Homiladorlik, tug‘ish yoki bola parvarishi holati sababli xodimni kamsitish, unga nisbatan noxolis munosabatda bo‘lish yoki qonunchilikda belgilangan huquqlarini cheklashga yo‘l qo‘yilmaydi.

2.2. Universitet xodimlarning qonunchilikda belgilangan homiladorlik va tug‘ish ta’tili, bola parvarishi ta’tili hamda tegishli nafaqa va kafolatlardan foydalanishiga ko‘maklashadi.

2.3. Xodimlarning homiladorlik va oilaviy holatiga oid shaxsiy ma’lumotlari amaldagi qonunchilikka muvofiq maxfiy saqlanadi.

2.4. Ta’tilga chiqish yoki undan qaytish xodimning kasbiy rivojlanishi, mehnat faoliyatidagi ishtiroki va qonuniy mehnat huquqlariga salbiy ta’sir ko‘rsatmasligi lozim.

3. Homiladorlik va tug‘ish ta’tili

3.1. Xodimlarga homiladorlik va tug‘ish ta’tili O‘zbekiston Respublikasi Mehnat kodeksining 404-moddasi hamda tegishli normativ-huquqiy hujjatlarda belgilangan muddat va tartibda beriladi.

3.2. Homiladorlik va tug‘ish bo‘yicha nafaqa amaldagi qonunchilikda belgilangan tartib, shartlar va miqdorlarga muvofiq tayinlanadi hamda to‘lanadi.

3.3. Kadrlar bo‘limi va buxgalteriya xodimga ta’tilni rasmiylashtirish, zarur hujjatlarni qabul qilish va tegishli nafaqalar bo‘yicha o‘z vakolati doirasida tashkiliy yordam beradi.

4. Bola parvarishi ta’tili va nafaqalar

4.1. Homiladorlik va tug‘ish ta’tili tugaganidan keyin bola parvarishi ta’tili xodimning arizasiga asosan Mehnat kodeksining 405-moddasi va amaldagi qonunchilikka muvofiq rasmiylashtiriladi.

4.2. Bola parvarishi ta’tili va tegishli nafaqalar qonunchilikda belgilangan muddat, shart va tartibda taqdim etiladi. Bunday ta’tildan foydalanish huquqiga ega boshqa oila a’zolari va vasiylarga oid qoidalar ham amaldagi qonunchilik asosida qo‘llaniladi.

4.3. Nafaqalarni tayinlash va to‘lash Vazirlar Mahkamasining 2024-yil 31-maydagi 314-son qarori bilan tasdiqlangan nizomlar hamda ularning amaldagi tahririga muvofiq amalga oshiriladi.

4.4. Universitet qonunchilikda yoki Universitetning jamoa shartnomasi va boshqa ichki hujjatlarida nazarda tutilmagan qo‘shimcha to‘lov yoki imtiyozlarni ushbu Siyosat bilan avtomatik ravishda joriy etmaydi.

5. Ishga qaytish va kasbiy ishtirokni qo‘llab-quvvatlash

5.1. Bola parvarishi ta’tilidan qaytadigan xodimning ish joyi, lavozimi va mehnat huquqlari amaldagi qonunchilikka muvofiq ta’minlanadi.

5.2. Xodim ishga qaytish sanasi va ish faoliyatini davom ettirish bilan bog‘liq tashkiliy masalalarni kadrlar bo‘limi bilan kelishishi mumkin.

5.3. Ish vaqti rejimini o‘zgartirish, to‘liqsiz ish vaqti yoki masofadan ishlash imkoniyatlari faqat qonunchilikda belgilangan hollarda va ish beruvchi bilan kelishilgan tartibda ko‘rib chiqiladi.

5.4. Universitet homiladorlik va bola parvarishi bilan bog‘liq qonuniy ta’tildan foydalanish xodimning malaka oshirish, ilmiy faoliyat va kasbiy rivojlanish imkoniyatlaridan asossiz mahrum etilishiga sabab bo‘lmasligini ta’minlashga intiladi.

6. Mas’ul bo‘linmalar

6.1. Kadrlar bo‘limi Siyosatni xodimlarga yetkazish, ta’tilni rasmiylashtirish va tegishli hujjatlarni yuritishni muvofiqlashtiradi.

6.2. Buxgalteriya nafaqa va to‘lovlarni amaldagi qonunchilik, moliyalashtirish tartibi hamda Universitetning vakolatlari doirasida hisoblash va rasmiylashtirishda ishtirok etadi.

6.3. Tarkibiy bo‘linma rahbarlari xodimlarning qonuniy huquqlariga rioya etilishi va ishga qaytish jarayonida tashkiliy ko‘mak ko‘rsatilishi uchun mas’uldir.

7. Yakuniy qoidalar

7.1. Mazkur Siyosat rektor tomonidan tasdiqlangan kundan e’tiboran kuchga kiradi.

7.2. Siyosat Universitetning rasmiy veb-saytida e’lon qilinadi va xodimlar uchun ochiq bo‘ladi.

7.3. Siyosatga o‘zgartirish va qo‘shimchalar amaldagi qonunchilikdagi o‘zgarishlar hamda Universitet ehtiyojlaridan kelib chiqib, belgilangan tartibda kiritiladi.

7.4. Mazkur Siyosat bilan tartibga solinmagan masalalarda O‘zbekiston Respublikasining amaldagi qonunchiligi va Universitetning boshqa ichki hujjatlari qo‘llaniladi.

APPROVED
Rector of Tashkent State Medical University
_____ Sh.A. Boymuradov
“ ” _____ 2025

TASHKENT STATE MEDICAL UNIVERSITY

MATERNITY AND PARENTAL SUPPORT POLICY

1. General provisions

1.1. This Policy establishes the University's approach to supporting employees during pregnancy, childbirth and childcare, facilitating the exercise of statutory rights and benefits, and supporting continued participation in professional life.

1.2. This Policy applies to all University employees within the scope of their employment relationship.

1.3. The Policy shall be implemented in accordance with the Labour Code of the Republic of Uzbekistan, Cabinet of Ministers Resolution No. 314 dated 31 May 2024, and other applicable legislation on labour and social insurance.

2. Principles

2.1. No employee shall be discriminated against or treated unfavourably because of pregnancy, childbirth or the use of childcare leave.

2.2. The University shall facilitate employees' access to statutory maternity leave, childcare leave and applicable benefits and guarantees.

2.3. Personal information relating to an employee's pregnancy and family circumstances shall be handled confidentially in accordance with applicable law.

2.4. Taking or returning from maternity or childcare leave shall not result in unlawful disadvantage to an employee's professional participation, development or employment rights.

3. Maternity leave and benefits

3.1. Maternity leave shall be granted in accordance with Article 404 of the Labour Code of the Republic of Uzbekistan and other applicable legislation.

3.2. Maternity benefits shall be determined and paid in accordance with the applicable statutory conditions, procedures and rates.

3.3. The Human Resources Department and Finance Department shall, within their respective responsibilities, provide procedural information and administrative assistance concerning leave documentation and applicable benefits.

4. Childcare leave and benefits

4.1. Following maternity leave, childcare leave shall be processed upon the employee's application in accordance with Article 405 of the Labour Code and applicable legislation.

4.2. Childcare leave and related benefits shall be provided subject to the periods, eligibility requirements and procedures established by law. Provisions concerning other eligible family members or guardians shall also be applied in accordance with applicable legislation.

4.3. The appointment and payment of relevant benefits shall follow the regulations approved by Cabinet of Ministers Resolution No. 314 dated 31 May 2024, as amended and in force.

4.4. This Policy does not automatically establish additional payments or benefits beyond those provided by law, the University's collective agreement or other approved internal regulations.

5. Return to work and continued professional participation

5.1. The employee's position, workplace and employment rights during and following childcare leave shall be protected in accordance with applicable legislation.

5.2. Employees may coordinate return-to-work arrangements and relevant administrative matters with the Human Resources Department.

5.3. Flexible working arrangements, part-time work or remote work may be considered where permitted by law and agreed with the University.

5.4. The University shall seek to ensure that lawful maternity or childcare leave does not result in unjustified exclusion from professional development, research or career opportunities.

6. Responsibilities

6.1. The Human Resources Department shall coordinate communication of this Policy, processing of leave and maintenance of relevant employment records.

6.2. The Finance Department shall participate in the calculation and processing of benefits and payments in accordance with applicable law, funding rules and the University's responsibilities.

6.3. Heads of structural units shall respect employees' statutory rights and provide appropriate organisational support for their return to work.

7. Final provisions

7.1. This Policy shall enter into force on the date of its approval by the Rector.

7.2. The Policy shall be published on the University's official website and made accessible to employees.

7.3. Amendments may be made in accordance with changes in legislation and the University's operational needs.

7.4. Matters not covered by this Policy shall be governed by the applicable legislation of the Republic of Uzbekistan and other internal University regulations.