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

TOSHKENT DAVLAT TIBBIYOT UNIVERSITETI

BUYRUQ

Otalik va ota-onalik ta’tilidan foydalanishni ta’minlash hamda xodimlarning oilaviy majburiyatlarini qo‘llab-quvvatlash to‘g‘risida

O‘zbekiston Respublikasi mehnat qonunchiligida belgilangan ota-onalik huquqlarini amalga oshirish, farzand parvarishida otalar va boshqa ota-onalarning ishtirokini qo‘llab-quvvatlash, xodimlarning oilaviy majburiyatlari va mehnat faoliyati uyg‘unligini ta’minlash maqsadida BUYURAMAN:

1. Universitet xodimlarining otalik va bola parvarishi bilan bog‘liq ta’tillardan O‘zbekiston Respublikasi mehnat qonunchiligida belgilangan tartib va shartlar asosida foydalanish huquqi ta’minlansin.

2. Kadrlar bo‘limi xodimlarga farzand tug‘ilishi, bola parvarishi hamda tegishli ta’tillar bo‘yicha qonunchilikda nazarda tutilgan huquq va tartiblar haqida tushuntirish berib borsin.

3. Xodimning arizasi va qonunchilikda belgilangan hujjatlar asosida otalik yoki bola parvarishi ta’tilini rasmiylashtirish ishlari o‘z vaqtida amalga oshirilsin. Ta’tilning davomiyligi, to‘lov shartlari va undan foydalanish tartibi amaldagi qonunchilik hamda universitetning tegishli ichki hujjatlariga muvofiq belgilanadi.

4. Bola parvarishi ta’tilidan foydalanayotgan xodimning ish joyi (lavozimi) qonunchilikda belgilangan kafolatlar asosida saqlanishi ta’minlansin.

5. Farzand parvarishida ishtirok etayotganligi yoki qonuniy ta’tildan foydalanganligi sababli xodimni kamsitish, unga bosim o‘tkazish, mehnat huquqlarini cheklash yoki kasbiy rivojlanish imkoniyatlarini asossiz ravishda kamaytirishga yo‘l qo‘yilmasin.

6. Ish faoliyatining xususiyati va xizmat vazifalari imkon bergan hollarda, oilaviy majburiyatlari mavjud xodimlarning ish vaqti yoki ishni tashkil etish masalalari amaldagi qonunchilik hamda universitetning ichki tartiblariga muvofiq individual tartibda ko‘rib chiqilsin.

7. Tarkibiy bo‘linma rahbarlari xodimlarning qonuniy ta’til olish huquqini amalga oshirishiga to‘sqinlik qilmasin hamda ta’tilga chiqish va ishga qaytish jarayonida zarur tashkiliy choralarni ko‘rsin.

8. Kadrlar bo‘limi otalik va bola parvarishi ta’tillarini rasmiylashtirish bo‘yicha murojaatlarni hisobga olib borsin hamda shaxsiy ma’lumotlarning maxfiyligini ta’minlasin.

9. Universitetning rasmiy veb-sayti yoki ichki axborot kanallarida xodimlarning otalik va bola parvarishi ta’tillariga oid huquqlari hamda murojaat qilish tartibi haqida ma’lumot joylashtirilsin.

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

TOSHKENT DAVLAT TIBBIYOT UNIVERSITETI

ORDER

On Ensuring Access to Paternity and Parental Leave and Supporting Employees’ Family Responsibilities

In order to support the exercise of parental rights established by the labour legislation of the Republic of Uzbekistan, encourage fathers and other parents to participate in childcare, and promote a balance between employees’ family responsibilities and professional duties, I HEREBY ORDER:

1. The right of University employees to use paternity and childcare-related leave shall be ensured in accordance with the procedures and conditions established by the labour legislation of the Republic of Uzbekistan.

2. The Human Resources Department shall provide employees with information about their rights and the applicable procedures relating to childbirth, childcare and relevant types of leave under the legislation.

3. Upon an employee’s application and submission of the documents required by law, paternity or childcare leave shall be processed in a timely manner. The duration of leave, payment conditions and procedure for its use shall be determined in accordance with applicable legislation and the University's relevant internal documents.

4. The employee’s job (position) shall be retained during childcare leave in accordance with the guarantees established by law.

5. No employee shall be discriminated against, pressured, deprived of employment rights or unjustifiably denied professional development opportunities because they participate in childcare or exercise their lawful right to leave.

6. Where the nature of the work and official duties allow, requests from employees with family responsibilities concerning working hours or work

arrangements may be considered individually in accordance with applicable legislation and the University's internal procedures.

7. Heads of structural units shall not obstruct employees from exercising their lawful right to leave and shall take the necessary organisational measures when employees commence leave and return to work.

8. The Human Resources Department shall keep records of applications and arrangements relating to paternity and childcare leave and ensure the confidentiality of employees' personal data.

9. Information about employees' rights to paternity and childcare leave and the relevant application procedures should be published on the University's official website or internal communication channels.