



# MATERNITY & PATERNITY HANDBOOK

## ISRAEL

## **Table of Contents**

<b>1. Introduction</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>3. Before Your Leave</b>	
3.1.1 Tests During Pregnancy	3
3.1.2 High Risk Pregnancy	3
3.1.3 Fertility Treatment	3
3.1.4 Email and Attendance	4
3.1.5 Early Start to Maternity Leave	4
<b>3.2 During Your Leave</b>	<b>4</b>
3.2.1 Maternity Leave - Paid (birth - 15 weeks)	4
3.2.2 Social Benefits: Pension Fund / Study Fund	4
3.2.3 Maternity Leave - Unpaid (16 - 26 weeks)	5
3.2.4 Additional Unpaid Leave After Maternity Leave (26 week +)	5
3.2.5 Birth Grant	5
3.2.6 Birth Certificate	5
3.2.7 Income Tax Credits	6
3.2.8 Cibus Card	6
3.2.9 Company Cell Phone	6
3.2.10 Spousal Leave	6
<b>3.3 Upon Return</b>	
3.3.1 Communication with Payroll	6
3.3.2 Communication with Management	6
3.3.3 Nursing Hour	7
<b>3.4 Additional Information</b>	
3.4.1 Maternity Leave for Spouse (including same sex couples)	7
3.4.2 Miscarriage / Abortion	7
3.4.3 Claim for Payment of Differentials	7

## **1. Introduction**

Nayax cares deeply about supporting its employees, including during personal life events which may influence their work experience. We would therefore like to share the benefits relating to maternity and paternity as well as legal rights available.

Our goal is to ensure all our team members are aware and understand how to access this assistance. The information below represents highlights; links are provided to gather more detailed information about your rights.

## **2. Scope**

The information below is presented according to each stage of maternity or paternity period an employee may face, including special circumstances.

## **3. Before Your Leave**

### **3.1.1 Tests during Pregnancy**

Employees are entitled to pay by their employer for time they were absent from work due to routine tests/examinations related to pregnancy such as ultrasound scans, blood tests, amniocentesis, etc. Employees are entitled to up to 40 hours throughout the pregnancy period subject to their scope of position.

Reach out to HR in order to request the "Absence due to Pregnancy Tests" policy to be assigned to you.

Read more - [English](#) / [Hebrew](#)

### **3.1.2 High Risk Pregnancy**

Employees absent from work for at least 30 days due to high-risk pregnancy are entitled to receive Bedrest Benefits from the National Insurance Institute. Employees who are absent from work due to pregnancy and are not entitled to Bedrest Benefit are entitled to sick pay.

Read more – [English](#) / [Hebrew](#)

### **3.1.3 Fertility Treatment**

Employees undergoing fertility treatments are entitled to be absent from work at the expense of their sick days (if they have a written letter from the attending physician indicating that their treatment required absence and if they have informed their employer about the absence in advance).

Read more – [English](#) / [Hebrew](#)

### **3.1.4 Email and Attendance**

**Personal Email Address:** if an employee does not have access to their work email from home, they should make sure to update their personal email address in Bob and provide their personal email address to the HR Team so they can be reached during maternity leave.

**Bob:** employees on maternity leave will be assigned the "Maternity Leave" policy, and need to send their request through the system for manager approval.

### **3.1.5 Early Start to Maternity Leave**

Employees may begin their maternity leave up to 7 weeks prior to the expected due date. This period will be deducted from their 15 week paid maternity leave period. If they are interested in beginning their maternity leave early they should coordinate this time in advance with their manager and update HR.

Read more - [English](#) / [Hebrew](#)

## **3.2 During Leave**

### **3.2.1 Maternity Leave - Paid (birth - 15 weeks)**

Paid by National Insurance Institute (**Maternity Allowance**). After giving birth, send HR & payroll ([Realpay@nayax.com](mailto:Realpay@nayax.com)) the birth certificate.

Nayax will send the required forms on the employee's behalf to the National Insurance Institute to ensure they receive their maternity allowance (which will cover 15 weeks of paid maternity leave).

Read more - [English](#) / [Hebrew](#)

### **3.2.2 Social Benefits: Pension Fund / Study Fund**

Nayax will continue making payments to these funds and cover the employee's payments during these weeks. Upon their return to work the debt created by the deductions the company paid on the employee's behalf, plus the related tax equivalents, will be deducted from their salary.

National Insurance Institute contributions, health insurance contributions and income taxes are all deducted from the employee's maternity allowance at the rate prescribed by law (until the end of the calendar month).

### **3.2.3 Maternity Leave - Unpaid (16 - 26 weeks)**

Employees can take a total of 26 maternity leave weeks;

The 16th to 26th weeks are unpaid. (Halat/ת"ל)

Pension Fund / Study Fund during unpaid leave: Nayax will not cover any payments during this additional period. If an employee chooses to extend their leave period beyond 15 weeks it is their responsibility to contact their insurance agent independently to coordinate these payments. These include payments for pension and occupational disability provisions.

National Insurance Institute Contributions and Health Insurance Contributions: after 15 weeks have passed, these payments will be paid by Nayax for two additional calendar months. After these two months, married women do not need continue making these payments. Unmarried women will need to contact the National Insurance Institute independently to continue these payments.

**Nayax insurance is managed by: Agam Liderim.**

Uri Arazi [uri.a@agamin.co.il](mailto:uri.a@agamin.co.il) 054-4266192 | 03-7535505

### **3.2.4 Additional Unpaid Leave after Maternity Leave (26 week +)**

Employees can extend their maternity leave and take unpaid leave. The terms of this leave are calculated as 25% of the time the employee was employed by Nayax and not more than one year (including maternity leave). If an employee was employed by Nayax for more than one year, the time of this leave will be parallel to 11 weeks of maternity leave.

Read more - [Hebrew](#) (no English version available)

### **3.2.5 Birth Grant**

After an employee's child is born, they will have an opportunity to register with the Ministry of Interior (Misrad Hapnim) at the hospital. The Ministry of Interior will then update the National Insurance Institute, which will provide the employee with a onetime birth grant paid to the bank account according to the details provided by them. Read more about the grant and check how much money will be received – [Hebrew](#) / [English](#)

### **3.2.6 Birth Certificate**

Once an employee receives their newborn's birth certificate, they should send a copy to HR & [realpay@nayax.com](mailto:realpay@nayax.com) to ensure all their details are correctly updated in the company's internal systems.

### **3.2.7 Income Tax Credits**

Employees should make sure to update their ID Appendix (Sefach of Teudat Zehut) to include their newborn's details. Once done they should access Bob to update details and upload the new copy of their ID + Appendix (as one page). This will ensure they receive the income tax credits relevant to their number of children (retroactive to the current year).

### **3.2.8 Cibus Card**

During an employee's maternity leave their Cibus budget will be placed on hold. They can continue to use the card for personal needs if it is connected to their private credit card.

### **3.2.9 Company Cell Phone**

If an employee's mobile phone is paid by Nayax, the company will continue to pay the monthly payments during the employee's maternity leave. Upon their return to work the amount paid for their mobile usage tax will be deducted from their first salary.

### **3.2.10 Spousal Leave**

Spouses may be absent from work on the day of birth and the five days thereafter. The delivery day shall be considered as a sick day. The next 3 days shall be considered vacation days, 2 of which will be provided specially for birth and paid for by Nayax. The remaining day will be considered a vacation day (or leave day without pay if the employee has accrued all their vacation days). The last two days shall be considered as sick days as the first one. Read more - [Hebrew](#) (no English version available)

## **3.3 Upon Return**

### **3.3.1 Communication with Payroll**

Before returning to work, please send [Realpay@nayax.com](mailto:Realpay@nayax.com) the approval for your maternity allowance which you received from the National Insurance Institute (Bituach Leumi).

In addition, send payroll your updated ID appendix and update your 101 form (tax form).

### **3.3.2 Communication with Management**

Employees should update their direct manager and HR Business Partner when they expect to return to work (even if they plan to take the minimum 15 weeks). That way the office staff can make sure everything is prepared for the employee's return.

### **3.3.2 Nursing Hour**

Full-time employees are entitled to be absent from work for one hour per day (known as the "Nursing Hour") for the first 4 months following maternity leave (returning after up to 26 weeks). This absence will not impact their salary. Employees who do not breastfeed are also entitled to this absence.

Read more - [English](#) / [Hebrew](#)

## **3.4 Additional Information**

### **3.4.1 Maternity Leave for Spouse (including same sex couples)**

Spouses are entitled to share maternity leave with their spouse starting from the seventh week after birth as long as the mother is entitled to maternity leave and has chosen to shorten it and return to work.

This applies to fathers and same sex couples.

Paternity Leave, more info: [English](#) / [Hebrew](#)

Same Sex Couples, more info: [English](#) / [Hebrew](#)

### **3.4.2 Miscarriage / Abortion**

A woman who has suffered a miscarriage or undergone an abortion may be absent from work for 7 days and up to 6 weeks (at the expense of her sick days) with doctor's approval.

Read more – [Hebrew](#) (no English version available)

### **3.4.3 Claim for Payment of Differentials**

Employees may be entitled to receive payment of differentials to their birth allowance from the National Insurance Institute if they received certain payments from Nayax such as recreation payment, bonus, etc., within a period of 11 months after their entitlement to birth allowance. The claims for differentials should be filed within 12 months from the date the employee received the applicable payments from Nayax. The company's payroll team will generally submit the forms on the employee's behalf, but employees are encouraged to contact them to confirm that they have the applicable information.

Read more - [English](#) / [Hebrew](#)

Please contact HR should you have any questions.