

Annexure-2

SNF (INDIA) PVT.LTD: VISAKHAPATNAM

Maternity Leave Policy

1.1 Objective:

The Maternity leave and Benefit Policy intends to:

- a) Regulate the employment of women in the organization for certain period before and after childbirth.
- b) Provide maternity benefit.
- c) Ensure that the organization meets all the obligations as mandated by the statutes of the state of **Maternity Benefit Act, 1961**.

1.2 Applicability:

The female employees (**Regular**) of the Organization.

1.3 Eligibility:

- All female employees on confirmed employment who are not covered under the ESI Act, 1948 and have completed **180 days of continuous service** with the company are eligible for maternity leave.
- The maximum period for which any employee shall be entitled to maternity benefit will be **twenty-six weeks** of which not more than **eight weeks** shall precede the date of her expected delivery.

1.4 Benefits:

- The Maternity Benefit Act originally provided maternity benefit of **12 weeks**, out of which up to **six weeks** could be claimed before delivery.
- In 2017, the law was amended by Ministry of Labour and employment to extend the period to **26 weeks**.
- Out of the **26 weeks**, up to **eight weeks** can be claimed before delivery.
- The 'full pay' that one is entitled to during the maternity leave is gross salary, exclusive of both basic salary and any allowances.
- In case of miscarriage a women shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of 06 weeks immediately following the day of her miss carriage.



KUMARESAN RAJENDRAN

Chairman And Managing Director