

**Annexure-7**

**SNF (INDIA) PVT.LTD: VISAKHAPATNAM**

**Paternity Leave Policy**

**1.1 Objective:**

The Paternity leave benefits intends to.

- a) To provide men employees with a leave to be assistance to his wife before and or after delivery.

**1.2 Effective:**

The Policy will be in the force with effect from 01-03-2019.

**1.3 Applicability:**

All male employees (Regular) on the roles of the Organisation.

**1.4 Leave Eligibility:**

- a. All male employees on confirmed employment are eligible for the special leave benefit.
- b. Maximum period employee shall be entitled is three days (03 days) at one go under Paternity Special leave Policy.
- c. This benefit applicable for two issues only.

**1.5 Regulations:**

- a. The applicant should inform concern head of the department well in advance (about ten days in advance) before availing the benefit leave.
- b. Weekly offs and holidays falling during this period will be part of the paternity leave.



**KUMARESAN RAJENDRAN**

**Chairman And Managing Director**