



# Maternity leave policy

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## 1. Objective

The policy aims to regulate the employment of women in certain period before and after childbirth or adoption. These leave benefits are intended to allow female employees paid- time off to bond with their child before returning to work.

## 2. Scope

All the women employees of the organization who:

- a. Delivers a baby (i.e., birth mother), or
- b. Legally adopts a child below the age of one year (i.e., adoptive mother)
- c. Is a commissioning mother (Commission mother means a biological mother who imparts her egg to create an embryo which is then planted in another woman).

There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

## 3. Eligibility

- a. You are eligible for a total of twenty-six (26) calendar weeks of Maternity Leave. This leave duration also applies to a female employee having two or more than two surviving children. The twenty-six (26) calendar weeks are inclusive of rest days, off days and public holidays.

For birth mother - you may start your leave up to eight weeks before the expected delivery.

**b.** For adoptive and commissioning mother - you may start your leave from the date the child is handed over to the adopting mother or the commissioning mother, or as the case may be.

For adoptive mother - You are eligible for 12 weeks leave starting from the day of adoption for the baby below the age of one year.

For commissioning mother – the commissioning mother (the female employee who engages the services of another female to conceive a child with or without the genetic material being supplied by her and her male partner) and also to the surrogate mother (the female employee who bears the child on behalf of another woman either from her own egg fertilized from the other woman, on the same terms and conditions as prescribed for maternity leave admissible to a female employee.

With the decision, both the commissioning mother and the surrogate mother will be entitled to maternity leave with full pay up to 12 weeks.

**c.** Maternity Leave generally begins on the date requested by an eligible employee and must be taken continuously upon the birth or adoption of the child.

## 4. Guidelines

**a.** There is no minimum service year requirement for employees to be eligible for the benefits under this policy

**b.** The employee shall give notice to the company at least 8 weeks in advance of the confinement

**c.** Maternity leave cannot be encashed or carry forwarded beyond the defined period. However, unused Earned Leave and Sick Leave may be clubbed with Maternity leave, subject to approval from the Department head

**d.** Maternity leave / leave for medical termination cannot be availed in parts and weekends and holidays falling during such period of leave will be considered as part of the leave days

**e.** In the unfortunate case of a miscarriage, 12 weeks of paid leave is available immediately from the date of the miscarriage. Employee is not eligible for Maternity leave in this case. (This leave is applicable also in the event of an abortion of a fetus, done upon recommendation of a Gynecologist in view of danger to either the mother or the baby. In both cases, a Medical Certificate from a Registered Practitioner is necessary to be submitted.)

**f.** To minimize business disruption, after availing the Maternity leave, employee cannot take any additional time off immediately.



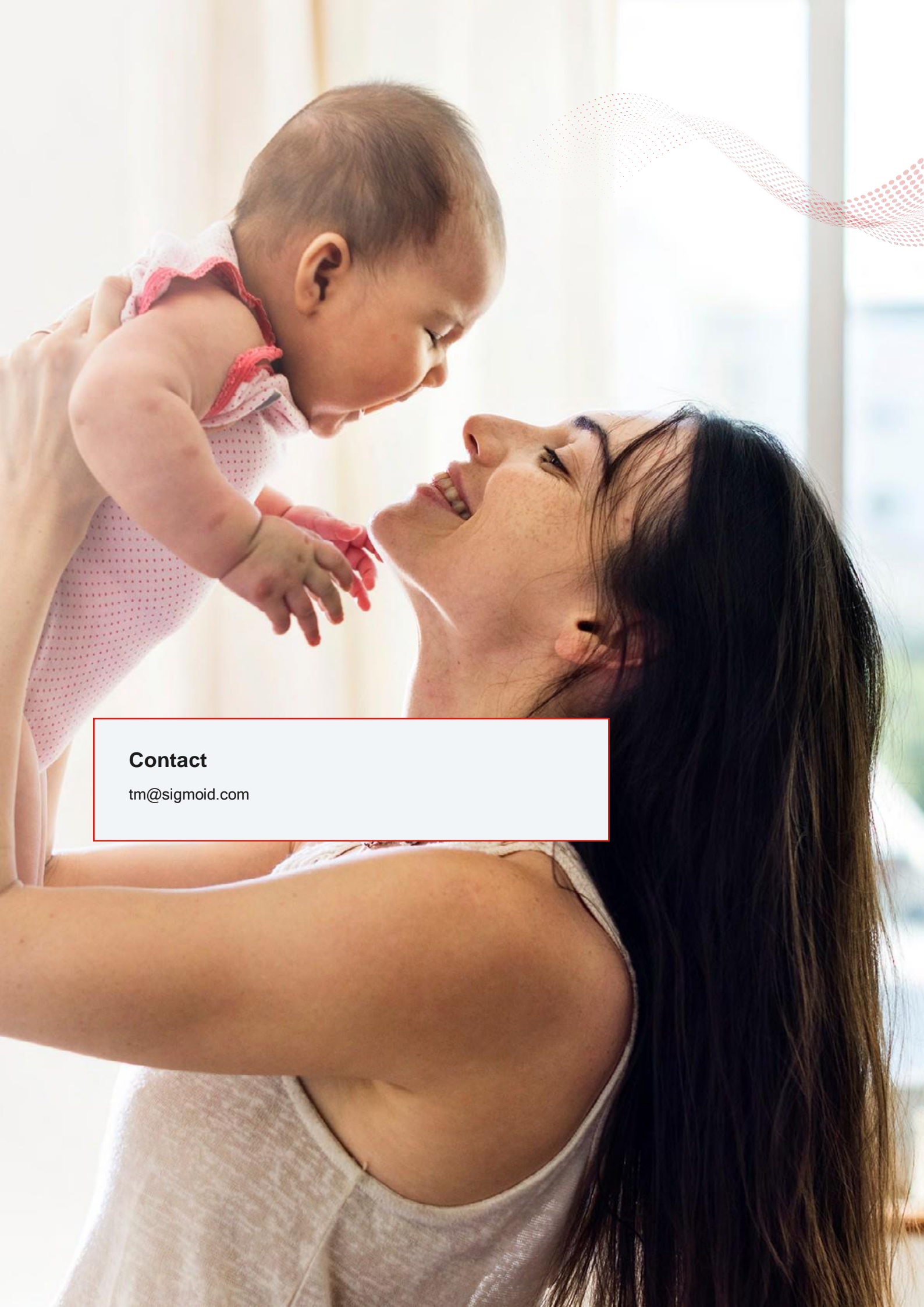




## 5. Illness arising out of pregnancy leave

The Act provides for extended Maternity Leave in case of illness arising out of pregnancy, delivery, premature birth of child. This leave is in addition to the period of absence allowed to woman under the Act.

- a. In such cases the woman, subject to production of prescribed proofs, is eligible to a maximum of one month (30 calendar days) leave in addition to the Maternity Leave.
- b. A certificate from a registered medical practitioner must support any extension of leave beyond the Maternity Leave on medical grounds.
- c. This leave can be taken during pregnancy or after delivery of the child. It does not need to be taken consecutively with the Maternity Leave. If taken after the delivery of the child, this leave must be taken before the child turns one year of age.
- d. To minimize business disruption, after availing the Maternity leave including the one available for Illness arising out of pregnancy, employee cannot take any additional time off immediately.
- e. If the birth mother is having the 3rd or more child, the entitlement of the 26 weeks of Maternity Leave is inclusive of statutory Maternity Leave of 12 weeks and the Illness arising out of pregnancy leave of 30 calendar days.



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