

## **Paternity Leave Policy**

### **Purpose:**

The Paternity Leave Policy is designed to support male employees at Antier Solutions in balancing work and family responsibilities during the important time of childbirth. This policy ensures that employees are granted time off to be with their families, support their spouses, and participate in the early care of their newborn child.

### **Eligibility:**

* All **full-time male employees** of Antier Solutions who have completed at least **three months of continuous service** with the Company are eligible for paternity leave.
* The leave is applicable only in the event of the **birth of the employee’s biological child**.

### **Leave Entitlement:**

* Eligible employees are entitled to **five (5) working days of paid paternity leave** per childbirth.
* This leave is **non-carry-forwardable** and **non-encashable**.
* It must be **availed within 30 calendar days** from the date of the child’s birth.

### **Application Process:**

To avail of the paternity leave, the employee must:

1. **Submit a formal leave request** to their Team Lead and HR as soon as possible, preferably in advance, or immediately after the birth of the child.
2. Ensure that the leave request clearly mentions the reason and expected leave dates.

### **Supporting Documentation:**

The following documents must be submitted to the HR department within **10 calendar days** of availing the leave:

* **Hospital Discharge Summary** of the mother and/or newborn.
* **Birth Certificate** of the child (or a hospital-issued birth report if the certificate is not yet available).
* Any **additional documents or proof** as requested by HR for validation purposes. Mail it to hroperations@antiersolutions.com

Failure to provide valid documentation within the stipulated timeframe may result in leave being treated as **unpaid** or marked as **unauthorized absence**, subject to review by the HR department.

### **Policy Compliance and Notes:**

* The paternity leave is intended to support **active participation in childcare and family responsibilities**, and not for personal travel or unrelated purposes.
* Misuse or misrepresentation under this policy will be considered a **policy violation**, and may invite disciplinary action.
* In case of any ambiguity, the final interpretation of this policy lies with the **HR Department** and **Management**.