

**| Maternity Leave Policy**

**1.1 Objective**

The maternity leave policy covers the need for an organization to provide maximum support to women members for their wellbeing as well as their newborn child or adopted child. The policy complies with the Maternity Benefit Act, 1961.

**1.2 Eligibility**

We are glad to know about your motherhood, we would like to facilitate your journey ahead.

(A) NoBroker’s female member who:

- delivers a baby (i.e. birth mother), or

- legally adopts a child below the age of one year (i.e. adoptive mother), or

(B) For a woman member to be eligible under this policy, she should have completed working

for 80 days in the company in the last 12 months.

You are eligible for a total of twenty-six (26) calendar weeks of Maternity Leave.

(1) For birth mother: You may start your leave up to eight weeks before the expected delivery.

(2) For adoptive mothers: You may start your leave from the date the child is handed over to the adopting mother as the case may be.

(3) The twenty-six (26) calendar weeks are inclusive of rest days, off days and public holidays.

**Leave for miscarriage**

In case of miscarriage, on production of such proof as may be prescribed, be entitled to leave with payments same as of maternity benefit for a period of six weeks immediately following the day of miscarriage.

**1.3 Initiating Maternity Leave, and Returning to Work**

We recommend that you keep your manager informed about your unavailability, this will help them in mapping your unavailability for the upcoming months, when you will be away from your device.

(A) Kindly ensure that you must inform your manager at least 30 days before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence.

(B) You should work out an arrangement with your manager on how and when you intend to take the leave.

(C) If the need for leave is not foreseeable, you must request the leave as far in advance as

reasonably practical (generally the same day or next day after you became aware of the need for leave).

# **1.4 Application Process**

To get a maternity leave, please follow this procedure:

* Submit a formal, written request for maternity leave to your supervisor and HR department, mentioning:
* the date of expected birth or adoption;
* the starting date of the leave and;
* the ending date of the leave
* Submit your request at least 30 days in advance.
* Submit any relevant formal documents that HR requests as soon as possible.
* You should work out an arrangement with your manager on how and when you intend to take the leave.
* If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practicable (generally the same day or next day after you become aware of the need for leave).
* On returning back, you should cooperate with the onboarding fulfillments with birth certificate document and necessary documents for adding to Mediclaim
* This policy may be modified, revised, discontinued or amended at any time, in whole or in part, for any reason and without prior notice, consent or approval within the sole discretion of NoBroker.
* Any exception to this policy will require pre-approval by the management.

**1.5 Version Details**

| **Version** | **Effective Date** | **Updated by** | **Approved by** |
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| 1.0 | 01/12/2022 | HR - Tech | Management |

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