

# **AventIQ, a trademark of Mittal Software Labs Limited**

## **Maternity Leave Policy**

### **Confidential and Restricted**

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#### **Objective**

AventIQ, a trademark of Mittal Software Labs Limited is committed to supporting its employees during significant life events such as pregnancy, childbirth, adoption, or commissioning arrangements. This policy ensures compliance with Indian labor laws and provides clarity on entitlements, procedures, and support available to employees.

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#### **Scope and Applicability**

This policy applies to all eligible employees, including biological mothers, adoptive mothers (for children under the age of 3 months), commissioning mothers, and biological fathers (paternity leave).

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#### **Maternity Leave Entitlements**

##### **Biological Mothers:**

- Entitled to **26 weeks of paid maternity leave**, with up to **8 weeks allocated as pre-natal leave**.
- If the employee has **two or more surviving children**, the entitlement is reduced to **12 weeks**.
- **Extension of Leave:** Biological mothers may request an additional **1 month of paid leave** if they suffer from illnesses arising out of pregnancy, delivery, or premature birth, as per Section 10 of the Maternity Benefit Act, 1961. This requires a valid medical certificate and approval from HR.

##### **Adoptive Mothers:**

- Entitled to **12 weeks of paid leave** for the adoption of a child under the age of 3 months, starting from the date the child is handed over to the employee.

##### **Commissioning Mothers:**

- Entitled to **12 weeks of paid leave**, starting from the date the child is handed over by the surrogate.

## **Paternity Leave:**

- Biological fathers are entitled to **15 days of paid paternity leave** to support their spouse and bond with the newborn.
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## **Compensation and Eligibility**

- Maternity and paternity leave are fully paid for employees who have completed at least **80 days of service** in the 12 months preceding the leave start date.
  - Employees on unpaid leave or extended absence may not qualify for full benefits and should consult HR for specific cases.
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## **Procedure**

### **To avail of maternity or paternity leave:**

1. Submit a written notice to the reporting manager and HR at least **12 weeks prior** to the expected date of delivery, adoption, or commissioning arrangement (or as early as possible for paternity leave).
  2. Provide supporting documents, such as:
    - A medical certificate indicating the expected delivery date (for biological mothers).
    - Legal proof of adoption (for adoptive mothers).
    - Relevant documentation for commissioning arrangements.
    - Proof of childbirth for paternity leave.
  3. HR will issue an official notification confirming leave approval, including start and end dates, compensation, and any additional benefits.
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## **Special Circumstances**

### **High-Risk Pregnancies, Miscarriages, or Medical Termination:**

- Employees experiencing high-risk pregnancies, miscarriages, or medical termination of pregnancy are entitled to **6 weeks of paid leave**, as per Indian labor laws.

### **Extension of Leave for Pregnancy-Related Illnesses:**

- An additional **1 month of paid leave** can be availed in case of post-pregnancy complications, certified by a registered medical practitioner.

### **Tubectomy Surgery:**

- Female employees undergoing tubectomy surgery are entitled to **2 weeks of paid leave**, as mandated by Indian labor laws.
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### **Workplace Accommodations**

AventIQ, a trademark of Mittal Software Labs Limited ensures a safe and supportive workplace through:

- **Flexible Working Hours:** Reduced or modified schedules during pregnancy, where feasible.
  - **Additional Breaks:** For health and well-being needs during the workday.
  - **Lactation Rooms:** Dedicated spaces for nursing mothers post-delivery.
  - **Transfer to Safe Positions:** Pregnant employees may request a transfer to roles with fewer health risks during pregnancy, subject to availability and feasibility.
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### **Reintegration Support**

Returning employees will have access to:

- **Gradual Resumption Options:** Flexible hours or part-time work initially to ease the transition.
  - **Support Programs:** Counselling, networking groups for working parents, and peer mentorship opportunities.
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### **Non-Compliance**

Misuse of benefits or falsification of documents will be treated as a policy violation, subject to disciplinary action, including termination of employment.

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### **Policy Review**

This policy will be reviewed periodically to ensure compliance with legal updates and alignment with organizational goals.

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**Approved By:** Nikhil Mittal

**Effective Date:** 01-Jan-2025

**Last Updated:** 26-Dec-2024