



## **Maternity Leave Policy**

**Title:** Maternity and Paternity Leave Policy

**Last Updated:** 4th July, 2025

### **Overview:**

This policy outlines entitlements and responsibilities related to maternity and paternity leave, supporting employees during the birth or adoption of a child.

### **Key Points:**

- Female employees are entitled to 4 months of unpaid maternity leave.
- Maternity leave may begin up to 4 weeks before the expected due date.
- Male employees are entitled to 10 days of paid paternity leave.
- Leave extensions or adjustments may be granted in special cases.

### **Purpose:**

To support working parents and promote family wellbeing while ensuring a clear leave structure during the parental transition period.