



## Maternity Leave

Women Affine employees are entitled to take maternity leaves before and after the birth of their child.

### Key Features

- The maximum period of maternity leaves shall be twenty-six (26) weeks: with this being split into six weeks up to and including the day of her delivery and twenty weeks immediately following that day. The employee will have the flexibility to opt for any alternative split between pre-natal and post-natal leaves, if she so desires. This will be subject to the upper cap of 26 weeks
- If the employee suffers from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy etc.); she will be entitled to 4 weeks leave with pay, in addition to 26 weeks of maternity leave. In such cases, the employee is required to produce a valid medical certificate along with her leave application. The application should be sent to the HR manager
- In addition to the leave periods mentioned in points 1&2, if the new mother desires to extend the leave, the company may decide to grant it, subjected to approval from Reporting Manager and HR Manager. This extended leave period would be treated as 'Leave without pay' and the employee would not be eligible for salaries or any other material benefits from the company. The leave extension request should be sent to the HR manager minimum 2 weeks in advance of the start of the leave extension period
- After the maternity leave period, the employee may opt for flexible work hours, upto a period of 6 months' post child birth. She can opt to take the "Work from home" option for upto 3 months and flexibility with respect to the number of hours spent in office for the next 3 months. However, the employee would be expected to contribute to projects in a manner completely at par with normal employees with her skill / role, designation and expectations
- The company offers transport reimbursement benefit of upto Rs400 per day for the commute

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to and for the women employees' residence to the office and back home for two months before the maternity break. Please refer to the reimbursement policy for more details

- Affine will also sponsor Rs5000 per month for childcare centers for children up to 2 years of Age

## **Eligibility**

Full time employees of Affine, who have completed a minimum of 180 days of continuous service before proceeding on maternity leave.

## **Application Process**

- The applicant should inform about her pregnancy to the HR department at least 2 months before proceeding on leave
- The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth

## **Paternity Leave:**

Male Affine employees are entitled to take paternity leaves before and after the birth of their child.

## **Key Features**

- Entitled to paid leave of 14 calendar days before and/ or after the birth of their child per fiscal year
- This leave should be availed within 3 months of the childbirth, post which it will lapse

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- Employee needs to keep the HR and Reporting Manager informed 2 months in advance of the anticipated leaves and the indicative dates
- Before going on leave, the employee needs to inform the HR and Reporting manager. In case the employee wants to extend the leave period, the company may decide to grant it, subjected to approval from Reporting Manager and HR Manager. However, such leave will be treated a “Leave without pay”

### **Eligibility**

Full time employees of Affine, who have completed a minimum of 180 days of continuous service before proceeding on paternity leave.

### **Application Process**

- The applicant should inform the HR department at least 2 months before proceeding on leave
- The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth

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