

MATERNITY LEAVE / PATERNITY LEAVE AND BENEFIT POLICY

Effective Date: 12 th November, 2019	Version: 1
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1. OBJECTIVE:

- The Maternity Leave and Benefit policy intends to:
- Regulate the employment of women in the organization for certain period before and after child-birth
- Provide maternity benefit
- Ensure that the organization meets all obligations as mandated by the statutes of the state.

2. APPLICABILITY:

The female employees (Regular, ~~Probationers and Trainees~~) of the organization.

3. SPECIAL MENTION: RESIGNATION POST MATERNITY BENEFIT.

- If an employee wishes to exercise her option to resign her employment immediately after availing the leave with salary benefit under “Maternity” is accepted only on medical grounds. In such case, the reasons stated in the medical report will be mentioned in the relieving letter.

NOTE:

1.1 The onus of timely submission of approved leave application forms to the HR department lies completely on the person and while processing the payroll no prior intimation will be sent to the defaulting individuals. Information regarding number of paid days will be mentioned in the pay slip of the month.

1.2 Any exceptions would have to be approved by the relevant authority.

1.3 In case of any dispute arising out of the above policy, the provisions of “The Maternity Benefit Act, 1961 shall prevail.

1.4 The “Maternity Leave Application Form” is appended below.

Leave Benefit	
<u>Eligibility</u>	<ul style="list-style-type: none"> • All female employees on confirmed employment who are not covered under the ESI Act, 1948 and have completed 180 days of continuous service with the company are eligible for Maternity Leave. • The maximum period for which any employee is entitled to maternity benefit shall be 26 weeks of which not more than 4 weeks shall precede the date of her expected delivery. • Eligibility of benefit is restricted upto two surviving children only. In Other Cases, The Existing Period Of 12 Weeks Maternity Benefit Shall Continue.
<u>Regulations</u>	<ul style="list-style-type: none"> • The applicant should inform about her pregnancy to the HR department minimum 2 months in advance before proceeding on leave. • The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth. • Maternity leave may be combined with accumulated earned leave with prior approval. • The applicant can avail 4 weeks leave before the date of delivery and 22 weeks leave post-delivery. The maximum leave benefit under normal circumstances will be 26 weeks (6 months). • Un-availed Maternity Leave is non-encashable. • The weekly offs and holidays falling during this period will be part of the leaves availed.
<u>Leave for Illness arising out of Pregnancy</u>	<ul style="list-style-type: none"> • Any employee suffering from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) is entitled to 2 weeks leave with pay, in addition to 26 weeks leave stipulated above. • The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department minimum 2 weeks in advance. • The leave benefit under this clause is permissible only for the purpose it is intended for.

<u>Leave without pay</u>	<ul style="list-style-type: none"> • Leave without Pay are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume her duties and also has availed 26 weeks leaves (leave for illness arising out of Pregnancy). • In such cases, the employee shall produce a medical certificate stating the valid reason for such leaves. • In normal circumstances, the benefit under this clause is limited to 2 weeks in addition to leaves provisioned under clause above.
<u>Pay Benefit</u>	<ul style="list-style-type: none"> • The employee will be paid salary for the period stipulated in <i>Regulations</i> and for the period of <i>Illness arising out of Pregnancy, as stated</i> above. • The maternity benefit amount (salary) for the period preceding the date of expected delivery will be paid in regular course • The pay benefit for "Earned Leaves", if availed in continuation with Maternity Leave shall be as per the "Leave Policy" in force.
<u>Procedures & General Rules</u>	<ul style="list-style-type: none"> • The leave application for availing "Earner Leave" accrued by the employee shall be produced minimum 2 weeks in advance. • The leave application for availing "Leave without Pay", shall be submitted minimum 2 weeks in advance. The sanctioning of leave under this clause is at the sole discretion of the sanctioning authority of the Company and should not be perceived as a right for entitlement. • In normal circumstances, the employee should resume her duties post maternity benefit stipulated above; failing which the leave period will be treated as unauthorized leave. Consequently, disciplinary action will be initiated and no salary will be paid for these days. • Leave deductions (Leave without pay and Notice Period) shall be calculated at the rate of gross payroll salary.

MATERNITY LEAVE APPLICATION FORM

HRM FORM

PERSONAL DETAILS			
First Name:	Middle Name:	Last Name:	
Maternity Leave Type	Start Date	Return Date	Remarks(if any)
1) Leave prior to child birth (max. 4 weeks)			
2) Leaves post child birth (max 22 weeks)			
3) Earned Leave combined with Maternity Leave (subject to accrued leave balance)			
4) Leave for illness arising out of pregnancy (max 2 weeks)			
5)Leave without Pay (Max 2 weeks)			
* Medical certificates required for periods of medical leaves			
* - Please provide medical certificate for (1), (2) & (3) above.			
Applicant Signature:			
Recommending Authority	Approving Authority	HR Use Only	

PATERNITY LEAVE POLICY

4. OBJECTIVE:

This guidance on paternity leave is a part of a package of benefits designed to give support to working fathers. It covers the leave and pay rights for the husband (who is an employee) of a woman who is expecting a child.

5. ELIGIBILITY

In order to qualify for paternity leave and pay, staff must satisfy the following conditions:

- The employee must have at least 6 months of continuous employment with us.
- The employee must be expecting to have responsibility for the upbringing of the child and be the child's biological father.

6. ENTITLEMENT

An employee is entitled to 15 days' Paternity Leave for every child born, upto maximum of two children, within 1 month preceding and 2 months post the birth of the child.

7. NOTIFICATION

Employee must notify their manager, using the below attached form of their intention to begin paternity leave at least 8 weeks before the baby is due. They will need to provide them with the following information:

- How much leave they intend to take (either continuous or in 2 blocks)
- When they plan on beginning the leave e.g. on day of the birth, 2 weeks after the birth etc.
- Once the baby is born, staff must confirm the actual date of birth, as soon as possible. (by producing to the HR, the original birth certificate)
- Should the dates for your paternity leave change, for any reason, the manager should be notified (wherever possible), at least 14 days in advance.
- If the baby arrives earlier than expected, provided that 6 months continuous service has been completed, staff would still be entitled to paternity leave.