
	Standard Operating Procedures GHCD	DOC NO: 4.8.4	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	PPF	Personal Particulars Form
2.0	Maternity Leave		
	2.1	Subject to the submission of a medical certificate issued by the company's approved doctor or a registered medical practitioner;	
	2.2	A female staff shall be granted paid maternity leave for a maximum of sixty (60) consecutive calendar days , which include rest days and public holidays.	
	2.3	A female staff is eligible to full pay maternity leave for five (5) deliveries (surviving children) only during her service with the company.	
	2.4	A female staff shall not be entitled to any maternity leave if at the time of her confinement she has five (5) or more surviving children. Any such application made shall be considered on the basis of unpaid leave.	
	2.5	Maternity leave may only be considered as such on or after twenty-two (22) weeks of pregnancy and any leave of absence from work due to any illness before twenty-two (22) weeks pregnancy shall be considered as normal sick leave and shall be within the entitlement specified, summarized as below:	
		<ul style="list-style-type: none"> Miscarriage before twenty-two (22) weeks pregnancy is considered as normal sick leave. Miscarriage after twenty-two (22) weeks pregnancy is considered as maternity leave. 	
	2.6	To qualify for paid maternity leave, a female staff must have served for a minimum period of ninety (90) days preceding her confinement and must be in service of the Company at the time of the confinement.	
	2.7	Maternity leave shall not commence earlier than thirty (30) days prior to the expected date of delivery or later than one day subsequent to the birth of the child.	
	2.8	However, if the female staff is unable to perform her duties satisfactory as a result of pregnancy as certified by a medical practitioner, the staff may be required to commence her maternity leave at any time during a period of fourteen (14) days preceding the due date of her confinement.	

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3.0

Maternity Leave - Procedure

3.1

The Birth Declaration document issued by the hospital needs to be attached in the **E-Leave System** for application of maternity leave during the leave or upon returning to work.

3.2

Staff would also need to fill in the change in the **PPF** and submit it along with the newborn Birth Certificate to **GHCD** upon returning to work for record purposes.

4.0

Appendix

No.	Form Title	Appendix
4.1	Personal Particulars Form	Appendix 1