

MATERNITY POLICY

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Policy brief & purpose

QSS Technosoft maternity leave policy outlines the company's provisions for women employees who are expecting a child and/or require time to care and bond with their newborn.

Scope

This policy applies to all eligible female employees of the company.

Policy Elements

- Maternity Leave is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy, childbirth, and childcare.
- Female on-roll employees are eligible for maternity leave. The period of maternity benefit has been enhanced from 12 weeks to 26 weeks and restricted to 02 children.
- Intervening holidays and weekly off days are counted as leave days during maternity leave.
- The maximum period for which any woman shall be entitled to maternity benefit shall be twenty- six weeks of which not more than eight weeks shall precede the date of her expected delivery.
- During this 26 Weeks Period Employee is Eligible for the basic pay, dearness allowance (DA), and any cash allowances, but exclude bonuses, overtime, or incentives (CL/EL, LTA, PBE, Gratuity etc.) as per the Indian Maternity Benefit Act.
- Employee agrees to work with the organization for a period of minimum of one year from the day she returns to work once maternity leaves are completed.
- Employee would need to submit all the original education certificates and sign a bond of one year with advance cheque of Rs. 200,000/- or amount equivalent to six months of salary (whichever is higher) at the time of applying the maternity leaves.
- Employee taking second maternity leave from same organization within 18 months from the end of first maternity leave would need to submit all the original education certificates and sign a bond of two year with advance cheque of Rs. 300,000/- or amount equivalent to one year of salary (whichever is higher) at the time of applying the maternity leaves.
- Notice period for employee taking the maternity leaves would be six months.

Procedure

The expectant mother must adhere to the following procedure:

1. She must give formal written notice to her immediate supervisor and the human resources department about her pregnancy (or adoption), at least 12 weeks prior the date of expected childbirth.
2. She must complete forms or submit a document stating the date of the expected childbirth and the desired beginning date of maternity leave (it must not be earlier than a specified number of weeks before childbirth)
3. If a certificate of pregnancy or proof of adoption is requested, she must provide to HR.
4. She might be asked to provide support to the team during maternity period from home if required due to dependencies on project knowledge. She must support the team as per her capacity.
5. She must arrange a meeting with her supervisor to agree on ways of keeping in touch (any arrangement should exclude any compulsory maternity leave) The employee will be officially notified of the approval of her request, after her eligibility under the law has been evaluated. The document she will receive will clearly state the length of the maternity leave with the beginning and end dates.
6. In case she does not want to continue the job after maternity period due to whatsoever reason, notice period mentioned above must be served or buy out by the employee including the bond amount.

