

Maternity Leave Policy

Objective

The Maternity Leave and Benefit work instruction intends to:

- Meet all obligations as mandated by the statutes of the state – The Maternity Benefit (Amendment) Act – 2017 an Act Further to amend the Maternity Benefit Act 1961.
- Regulate the employment of women in the organization period of absence before and after childbirth.
- Provide benefits during maternity.

Effective From

This document will be in force with effect from **April 01st, 2017 and for associates on Maternity leave on the effective date and supersedes all previous policy.**

Policy Coverage

The Women associates (on Permanent rolls and direct contract where applicable) of the organization.

Leave Benefit

Eligibility

All women associates on confirmed employment who are not covered under the ESI Act, 1948 and have completed 80 days of continuous service with the company are eligible for Maternity Leave.

The maximum period for which any associate be entitled to maternity benefit shall be 26 weeks of which not more than 8 week shall precede the date of child's expected delivery date.

Further, the maximum period entitled to Maternity benefit by a woman having more than 2 surviving children shall be 12 Weeks of which not more than 6 Weeks shall precede the date of her expected delivery.

Regulations

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 childbirth.

Un-availed Maternity Leave is non-encashable.

The weekly offs and holidays falling during this period will be part of the leaves availed.

Associate on project to seek approval from immediate reporting manager/Resource Manager in case the associates is on bench and loop respective HRBP /HR.

All leave requests under the maternity benefit act, should be applied through the leave application [Form A](#) and [Form B](#) (per the Annexure 1 & 2 given at the end of the policy). The completed forms to be submitted to HR for further processing.

HR to confirm on the Start and end date of the maternity leave based on the submission of Form B, and intimate UPSA Team.

Child Adoption and Illness arising out of pregnancy

A woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother.

Any associate suffering from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) is entitled to 6 weeks leave with pay.

The associate 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.

Extended Maternity

Associate can extend leave post paid maternity leave for maximum period of 3 months, which will be considered as Leave without Pay. If associate has leave balance, those leaves needs to be utilized before extended maternity leave (3 months' LWP) begins. Leave without pay shall be calculated at the rate of gross salary.

Associate should inform RMG and HR at least 2 weeks in advance and seek approval over email. Extended Maternity benefit can be utilized post approval only. 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.

PAY BENEFIT

The associate will be paid salary for the period stipulated in '*Regulations*' and '*Illness arising out of Pregnancy*' mentioned above.

SPECIAL MENTION

Resignations/ Un-authorized absence post Maternity Benefit.

If an associate wishes to resign post Maternity Leave, the resignation date will be treated as LWD. Neither employee nor organization needs to serve any notice period.

After completion of Maternity leave, if an associate does not report to work or on un-authorized absence, absconding procedure will be initiated. If the associate do not respond within 5 working days, relieving formalities will be initiated and the 5th working day will be treated as LWD.

EXCEPTIONS

All Exceptions to be approved by Head – HR (India)

APPENDIX

[Maternity Leave Application Form A](#)

[Template for Medical Certificate Form B](#)