

Maternity and Paternity Leave Policy

1. Objective

Support employees during childbirth and early childcare through paid leave and flexible arrangements.

2. Maternity Leave

- Eligible employees: Full-time employees with at least 80 days of service.

- Duration: 26 weeks (inclusive of statutory minimum); company provides 60 days fully paid and remaining per state rules.

- Procedure: Submit request to HR with expected delivery date and required documents.

3. Paternity Leave

- Eligible employees: Full-time employees who are primary caregivers.

- Duration: 10 working days paid, to be taken within 6 months of child birth/adoption.

4. Parental Leave and Flexibility

- Employees may request flexible working hours or part-time work for up to 6 months post-return; subject to managerial approval.

5. Documentation

- Birth certificate or adoption papers required for record-keeping.