

## Maternity Leave Policy

<b>Version Number</b>	<b>1.3</b>
<b>Current Policy Effective Date</b>	<b>8-March-2017</b>
<b>Process Owner</b>	<b>HR Operations</b>
<b>Applicability</b>	<b>Applicable to all Permanent &amp; Fixed term contract Altran India employees</b>

### Objective:

1. The objective of the Maternity Benefit to protect the dignity of Motherhood by providing the maternity benefit as per the Maternity Benefit Act 1961.

### Scope:

Applicable to all permanent & fixed term contract Altran India employees

### Benefits Under Maternity Leave Policy

Maternity leave is governed by the Maternity Benefit Act, as per Government of India rules and regulations.

- Employee should have worked with Altran for a minimum period of 80 days before the expected date of delivery in the preceding 12 months period will be eligible for this benefit.
- Maternity leave can be availed for a maximum period of 26 continuous weeks inclusive of weekly offs and other holidays within the period.
- Employee can avail maternity leave only twice during her service.
- Maternity leaves can be applied according to the medical needs; however pre natal leaves can be availed 8 weeks before the expected date of delivery.
- Maternity leave for children beyond the first two will continue to be 12 weeks.
- 12 weeks of Maternity Benefit to a 'Commissioning Mother' and 'Adopting Mother'.

- ❑ Employee needs to submit the letter from the doctor informing the company about the pregnancy and the expected date of delivery. Submit the Annexure form E along with the medical certificate. Form E can be downloaded from Folklore.
- ❑ Maternity leaves will be granted in HRIS tool i.e. Folklore.
- ❑ During the maternity period, the employee will be paid monthly full salary.
- ❑ Women under ESI scheme will receive the Maternity benefit under ESI Scheme.
- ❑ The employees who are already on maternity leave will be eligible for enhanced paid leave as per the amended Maternity Benefit Act effective 8<sup>th</sup> Mar 2017.

## **Entitlements & Approval Matrix**

- ❑ Expectant mothers can request a fixed shift for a period of 4 months.
- ❑ Returning mothers can request a fixed shift for 2 months from the date of return to work.
- ❑ Returning mothers can avail 2 nursing breaks until the child attains the age of 15 months in addition to the existent break.
- In case of crèche facility, women can visit the crèche facility 4 times a day provided the crèche facility is within the prescribed distance of 5 km from location of work
- ❑ Women employee interested in availing the benefit of this policy are required to get consent from their manager.

## **Miscarriage or Medical Termination of Pregnancy (MTP)**

- ❑ The leave can be availed by female employee and can be taken continuously for a maximum period of 42 days (6 weeks). This includes weekly offs and public holidays.
- ❑ Submit the Annexure form B along with the medical certificate. Form B can be downloaded from Folklore. During this period, the employee will be paid full monthly salary.

## **Tubectomy (Permanent Contraception for Women)**

- ❑ The leave can be availed by female employee and can be taken continuously for a maximum period of 12 days (2 weeks) immediately following the day of her tubectomy operation.
- ❑ This includes weekly offs and public holidays.
- ❑ Submit the Annexure form B along with the medical certificate. Form B can be downloaded from Folklore.
- ❑ In case if the tubectomy operation is done immediately after the delivery during the maternity period, then the above said leaves will not be applicable.
- ❑ Above said leaves will be applicable only if the female employee goes for a tubectomy operation any time after the maternity period.
- ❑ During this period, the employee will be paid full monthly salary.

## Illness Arising Out of Pregnancy, Delivery, Premature Birth of Child

- The leave can be availed by female employee and can be taken continuously for a maximum period of 30 days (4 weeks).
- This includes weekly offs and public holidays.
- During this period, the employee will be paid full monthly salary.
- Submit the Annexure form B along with the medical certificate. Form B can be downloaded from Folklore.
- Employee must attach the medical document signed by the company certified Gynecologist. Contact the HR team for further details.

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### Policy Revision History:

Serial No	Version No	Date	Sections Affected	Changes /Remarks
1	1.0	21-06-2013	Leave Policy	Initial Draft
2	1.1	06-01-2014	Leave Policy	Initial Draft
3	1.2	14-11-2014	Leave Policy	Initial Draft
4	1.3	01-04-2017	Maternity Leave Policy	Changes as per the Maternity benefits Act (Amendment) bill 2016