**Maternity Leave Policy**

|  |  |
| --- | --- |
| **Version Number** | **1.3** |
| **Current Policy Effective Date** | **8-March-2017** |
| **Process Owner** | **HR Operations** |
| **Applicability** | **Applicable to all Permanent & Fixed term contract Altran India employees** |

# 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.

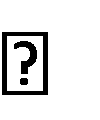
**Scope:**

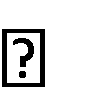
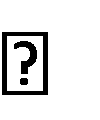
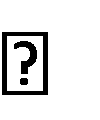
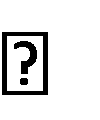
Applicable to all permanent & fixed term contract Altran India employees

**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 theexpected 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.

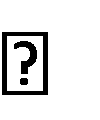
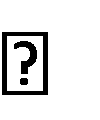
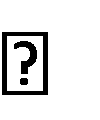
During the maternity period, the employee will be paid monthly full salary. Women under ESI scheme will receive the Maternity benefit under ESI Scheme.

The employees who are already on maternity leave will be eligible for enhanced paid leave

as per the amended Maternity Benefit Act effective 8th Mar 2017.

# Entitlements & Approval Matrix

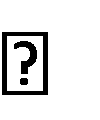
Expectant mothers can request a fixed shift for a period of 4 months.



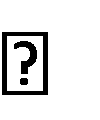
Returning mothers can request a fixed shift for 2 months from the date of return to work.

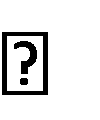
Returning mothers can avail 2 nursing breaks until the child attains the age of 15 months in addition to the existent break.

* 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

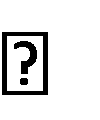
 Women employee interested in availing the benefit of this policy are required to get consent from their manager.

# Miscarriage or Medical Termination of Pregnancy (MTP)

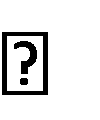
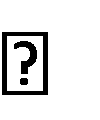
 The leave can be availed by female employee and can be taken continuously for a maximum period of 42 days (6 weeks). This includes weekly offs and public holidays.

 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.

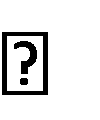
# Tubectomy (Permanent Contraception for Women)

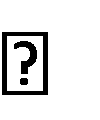
 The leave can be availed by female employee and can be taken continuously for a maximum period of 12 days (2 weeks) immediately following the day of her tubectomy operation.

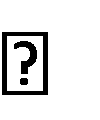
This includes weekly offs and public holidays.



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.

**Disclaimer**:This policy and its contents are confidential and intended solely for the use by employeesof Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.

# 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 |