

**Policy Eligibility:** All employees of TruTrace

**Effective from:** December 01, 2021

At TruTrace we believe in balance between work, free time, and family life. In line with our values, we want to ensure that employees with young children can spend time with them, take advantage of their right to parental leave and still feel part of the company.

**Applicability:** All Employees based out of India Office

## **Policy & Entitlement:**

Maternity Break will be applicable to women employees as per the Maternity Benefits Act, who:

1. Give childbirth
2. Adopting a child under the age of three months
3. Is a commissioning mother

In case of childbirth by the employee, the employee is entitled to a maternity break of 182 calendar days. The employee can avail a maximum of 42 calendar days prior to the expected date of delivery. In case the employee does not avail 42 calendar days maternity break prior to the expected day of delivery, she can avail that break following delivery provided that total break period i.e., proceeding and following the date of delivery, does not exceed 182 days. Any rest day or public holiday that falls due during maternity leave is counted as part of the maternity leave and will not give rise to any additional leave payments. Payment of salary during maternity leave is at full pay.

In case the employee adopts the child under the age of three months, the women employee is entitled to maternity break of 12 weeks, from the date of adoption.

In case of an employee who is a commissioning mother, the employee is entitled to a 12-week leave from the date the child is handed over to the employee.

In case of miscarriage or medical termination of pregnancy, complications arising due to pregnancy, delivery, premature birth etc a women employee is entitled for additional one month of paid leave with full salary.

\* Other clause Applicable : Maternity Benefit (Amendment) Act, 2017

## **Paternity Break**

Paternity break applies to all male employees

1. Whose spouse is giving birth to a child
2. Adopting a child under the age of 3 months

In either of the above-mentioned scenarios, the employee will be eligible for 15 (Fifteen days) working days of paid time off. These days shall be taken within 45 days from the date of birth of the child, else the same will be forfeited. The employee can also initiate the paternity break (to the maximum of 5 days) prior to the expected date of delivery of his spouse. The employee can split the 15 days of paternity break as per need within the first 45 days of childbirth.

**Applicability:** All Employees based out of Sweden Office

## **Legal guidelines**

- ❖ At childbirth or when adopting the employee has the right to full parental leave for 18 months. The right to be away from work stands whether the employee takes parental allowance or not.

**Policy Eligibility:** All employees of TrusTrace

**Effective from:** December 01, 2021

- ❖ The employee has the right to shortened working hours to 75% until the child is 8 years old or have ended their first year in school.
- ❖ Temporary parental allowance: The parent that is not pregnant can get allowance for 10 days of absence when the child is born. The days are to ensure the ability to take part in the childbirth and be with the family the first time after birth.
- ❖ Women have the right to at least 60 days of leave before the expected date for birth.

\*Other clause Applicable: Maternity & Paternity Leave as per Parental Leave Act (1995:584)

**Applicable for both the locations.**

- ❖ To enable better planning, Employees planning to take parental leave are requested to inform their line manager at least 2 months prior to their leave plan or at the earliest possible.
- ❖ The employee going on parental leave is responsible to ensure proper knowledge transfers are completed and must inform the line manager on any important client interactions before they leave.
- ❖ Line manager is responsible to keep in touch with the employee who is on parental leave, provide relevant organizational updates.
- ❖ Line manager is responsible for planning the return of the employee from parental leave and keep the relevant stakeholders informed.
- ❖ The employee on parental leave has the right to average salary revisions as per organizational norms. As soon as the employee resume back to work a development talk will be held to ensure that the employee isn't left behind in their development. All general information will also be sent to the private email address of the employee on parental leave.
- ❖ Invitations for conferences and social gatherings are also sent to the employee on parental leave to decide for themselves if they want to be part or not.
- ❖ Mobile phone and computer are kept but the invoice for calls will be billed to the employee on parental leave during their absence. (Applicable - Sweden Office)

**Version Control:** Version 1.0

**Process Owner:** HR Team

**REVISION HISTORY**

Revision No.	Amendment Description	Date Effective