

# Paternity Policy

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**Policy brief & purpose**

QSS Technosoft paternity leave policy outlines the company's provisions for benefits of father of newborn.

**Scope**

This policy applies to all eligible for male employees of the company.

**Policy elements**

- Paternity Leave is a temporary absence from an employee's position and applies to father of newborns who require time off for mother and child care.
- Male on roll employees are eligible for maternity leave. The period of paternity benefit is 5 days and restricted to 02 children.
- Intervening holidays are counted as leave days during paternity leave.
- Person can avail this leave 15 days before or within 6 months from the date of delivery of child.
- If such leave is not availed within the period, it shall be treated as lapsed.

**Procedure**

The employee must adhere to the following procedure:

1. He must give formal written notice to his immediate supervisor and the human resources department about this, at least 12 weeks prior the date of expected childbirth.
2. He must complete forms or submit a document stating the date of the expected childbirth and the desired beginning date of paternity leave (it must not be earlier than a specified 15 days before childbirth)
3. If a certificate of pregnancy is requested, he must provide to HR.
4. He must arrange a meeting with his supervisor to agree on ways of keeping in touch (any arrangement should exclude any compulsory paternity leave). The employee will be officially notified of the approval of his request, after his eligibility under the law has been evaluated. The document he will receive will clearly state the length of the paternity leave with the beginning and end dates.
5. He might be asked to provide support to the team during paternity period from home if required due to dependencies on project knowledge. He must support the team as per his capacity.