

**Benefits available to eligible employees under the Maternity Benefits Act, 1961 and The
Maternity Benefit Rules framed thereunder:**

1. **Miscarriage/ Illness/ Premature Delivery**: No woman employee is required to work in Citi during the six weeks immediately following the day of her miscarriage. She will be entitled to leave with wages at the rate of maternity benefit on production of a certificate from a registered medical practitioner in Form 2 appended to the Maternity Benefit Rules or of a certificate from a registered midwife in Form 3 appended to those rules. The said wages shall be paid within forty-eight hours of production of the certificate in Form 2 or Form 3, as the case may be.

The same also applies to an eligible employee suffering from illness arising out of pregnancy or who delivers premature birth of child.

2. **Restrictions**: No woman employee shall, on a request being made by her in this behalf, be required to do, during the period of one month immediately preceding the period of six weeks, before the date of her expected delivery and at any time during this period of six weeks for which she does not avail leave of absence, any work in Citi which is of an arduous nature or which involves long-hours of standing, or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or other wise to adversely affect her health.

3. **Maternity Leave**: Female employees shall be eligible for Maternity Leave of 26 weeks for delivering a child up to maximum of two children. Out of these 26 weeks, the female employees shall be eligible to take maximum 8 weeks leave prior to her confinement & remaining 18 weeks can be taken post confinement. The third child & onwards, the woman employees shall be eligible for 12 weeks maternity leave.

In case of commissioning mother & woman employee adopting a child below the age of 3 months, the maternity leave payable to such commissioning/adopting mother shall be 12 weeks from the date of handing over the child.

“Commissioning Mother” means a biological mother who uses her egg to create an embryo implanted in any other woman”.

4. **Work from Home**: In case where the nature of work assigned to the employee is of such nature that she may work from home, Citi may allow her to do so after availing of the maternity benefit for such period and on such conditions as may be mutually agreed.

6. **Maternity Benefit**: Every woman employee who has actually worked in Citi for a period of not less than eighty (80) days , in the twelve months immediately preceding the date of her expected delivery (including the days during which she was laid off during the period of such twelve months), shall be entitled to, payment of maternity benefit at the rate of her average daily wage, or of minimum rate of wage fixed or revised under Minimum Wages Act 1948, or ten rupees a day, whichever is highest, for the period of her actual absence not exceeding eight weeks immediately preceding and including the day of her delivery and for the eighteen weeks immediately following that day. Provided that –

- (i) If the employee dies before receiving such maternity benefit, Citi shall pay such benefit or amount to the person nominated by the woman employee in the notice given under section 6 and in case there is no such nominee, to her legal representative, provided Citi is liable for such under the second proviso to sub-section (3) of section 5 of the Act.
- (ii) Where the employee dies during the period for which maternity benefit is payable to her, the benefit shall be payable only for the days up to and including the day of her death.

- (iii) Where the employee, having been delivered of a child, dies during her delivery or during the period immediately following the date of her delivery for which she is entitled for the maternity benefit, leaving behind in either case the child, Citi shall be liable for the maternity benefit for that entire period but if the child also dies during the said period, then, for the days up to and including the date of the death of the child.

7. **Nomination and Notice:** Any eligible employee may give notice in writing in Form 1 appended to the Maternity Benefit Rules, nominating the person for paying maternity benefit in her absence confirming that she will not work in any other establishment during the period for which she receives maternity benefit. She shall forfeit her maternity benefit claim if she works in any establishment during such authorized leave.

Such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery. Any employee who has not given such notice when she was pregnant may give such notice as soon as possible after the delivery.

8. **Medical Bonus:** Every eligible employee shall be paid a medical bonus of Rs. 3500/- (Rupees Three Thousand Five Hundred only). Further, if no pre-natal or post-natal care is provided for by Citi free of charge, a sum of Rs. 1000/- (Rupees One Thousand only) shall be paid to such employee. The medical bonus shall be paid along with the second installment of the maternity benefit and in accordance with the limit notified by the Government from time to time.

9. **Nursing Breaks:** Every woman employee who returns to duty after delivery of her child shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work two breaks of the prescribed duration for nursing the child until the child attains the age of fifteen months.

10. **Creche Facility:** Establishments having 50 or more employees shall provide Creche facilities to its employees. The eligible employee shall be allowed upto four visits a day to such Crèche including the interval for rest allowed to her.

11. **Dismissal:** During the pregnancy, in the event of termination of employment, the woman employee shall continue to be eligible for the maternity benefit, except in the event of termination owing to gross misconduct on the part of woman employee. For the sake of clarity, if a woman employee has been terminated during her pregnancy due to gross misconduct committed by the woman employee, in such event, the maternity benefit or medical bonus or both is not payable, including for any of the following acts:-willfully destroying the goods or property of Citi;

- assaulting superiors or colleagues at the place of duty;
- criminal offence involving moral turpitude resulting in conviction by a court of law;
- theft, fraud or dishonestly in relation to Citi's business or in relation to the Citi's property at the premises where the woman employee is employed;
- Wilfully failure to observe the safety measures of the rules on that subject;
- Wilfully interfering with safety devices or fire-fighting equipment.

12. Grievance Redressal/ Appeals:

(a) An eligible employee deprived of maternity benefit or medical bonus or both may, within sixty days from the date on which the order of such deprivation is communicated to her, appeal in Form 5 appended to the Maternity Benefit Rules to the Competent Authority and the decision of that authority on such appeal, shall be final.

(b) Such employee or her nominee or legal representative may also make a complaint to the Inspector in writing in Form 6 or, as the case may be, Form 7 appended to the Maternity Benefit Rules. If aggrieved by such decision, such person may, within thirty days from the date on which such decision is communicated, appeal to the Competent Authority and the decision of that authority shall be final.

Citi shall provide to every eligible woman employee at her request copies of all Form appended to the Maternity Benefit Rules other than Forms 9, 10 and 11.

I acknowledge that provisions of Maternity Benefits Act & the Rules framed thereunder have been shared with me. I have read & understood the same.

NAME:

PLACE:

DATE: