



Parental Leave Policy

Version – 1.0

Revision History

Version	Date	Author	Major Changes
1.0	20/09/2023	Kruti Shah	Initial Version

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Parental Leave Policy (Effective from: 20/09/2023)

1. Objective

Techforce Infotech Pvt Ltd is committed to supporting its employees during the important life events of becoming parents. We recognize the significance of parental leave and its impact on the well-being of our employees and their families. This policy outlines the provisions for maternity, paternity, adoption, and surrogacy leave to ensure a supportive and inclusive work environment.

2. Applicability:

- This policy is only applicable for all permanent (Full-time) employees of Techforce Infotech Pvt. Ltd.
- This policy can also be applied to specific contractors depending on their roles and responsibilities. This benefit can be offered at the time of the Contract.

3. Maternity Leave:

- Female employees are entitled to 12 weeks (including weekends and public holidays) of paid maternity leaves.
- Maternity leave shall be limited to two children.
- In cases where medical circumstances require an extended leave period, employees may be granted additional leave beyond the mandated duration, subject to medical certification.
- Flexible work arrangements, such as work-from-home options or adjusted work hours, may be considered during the pre- and post-maternity leave period based on the employee's and business needs.
- Upon returning from maternity leave, employees will be reintegrated into their roles with necessary support and flexibility.

4. Paternity Leave:

- Male employees are entitled to 3 days of paid paternity leave, as per the Paternity Benefit Act, 2017.
- Paternity leave shall be limited to two children.

- This leave can be availed within 10 days of the birth or adoption of a child.
- Employees are encouraged to plan their paternity leave in consultation with their supervisors to minimize disruption to work processes.
- Flexible work arrangements, such as work-from-home options or adjusted work hours, may be considered during the paternity leave period based on the employee's and business needs.

5. Adoption and Surrogacy Leave:

- Employees who have adopted a child or opted for surrogacy are entitled to the same benefits as those on maternity / paternity leave.
- The duration of adoption and surrogacy leave will be in accordance with the maternity/ paternity leave policy.
- Proof of adoption or surrogacy are required to avail yourself of the benefits.

6. Miscarriage:

- In the unfortunate event of a miscarriage, employees who have experienced pregnancy loss are eligible for a designated period of leave to recover physically and emotionally.
- Female employees who have experienced a miscarriage will be granted two weeks of paid leave to allow them to rest and recuperate. A medical certificate must be submitted to HR before an employee can request a leave of absence.
- If additional medical leave beyond the allocated duration is required, up to 4 weeks of unpaid job protected leave can be availed by an employee, subject to medical certification and approval from the HR department.
- Employees are encouraged to communicate their need for miscarriage leave to their supervisors and the HR department, ensuring that confidentiality and privacy are maintained.
- Upon returning from miscarriage leave, employees will be reintegrated into their roles with necessary support and flexibility, recognizing the emotional impact of their experience.

7. Communication and Documentation:

- Employees are expected to provide advance notice of their intent to take parental leave, whenever possible, to facilitate proper planning and resource allocation.
- Employees are required to submit appropriate documentation, such as medical certificates, adoption, or surrogacy documents, to the HR department to avail themselves of parental leave benefits.
- All communication regarding parental leave should be directed to the HR department, and employees must inform their immediate supervisors as well.

8. Benefits and Reintegration:

- During parental leave, employees will continue to receive their regular compensation and benefits, as applicable.
- Upon returning from parental leave, employees will be reintegrated into their roles with necessary support and flexibility, including a smooth transition back to work.
- Employees returning from parental leave will not face any adverse employment consequences or discrimination due to taking such leave.
- By availing the benefit, the employee provides a commitment to continue to serve Techforce for at least 1 year after rejoining work.
- If the Employee do not want to continue after taking the benefit of maternity leaves, she is bound to repay the salary return to company for which months she has got paid during her maternity leave. Leaves taken under "Loss of Pay" not required to consider in above leaves.
- A strict disciplinary action will be taken against any employee who submits invalid documents to obtain parental leave.

This parental leave policy is subject to all applicable laws and regulations governing parental leave in India. Techforce reserves the right to make changes to this policy as necessary, in accordance with legal requirements and business considerations.

By implementing this policy, Techforce aims to foster an inclusive work culture that values and supports the diverse needs of its employees during the significant life event of becoming parents.