

**PATERNAL LEAVE POLICY**

**1.0 Objective:**

- a) To provide benefit to the natural parent, by allowing them to take better care of the child.
- b) Giving fathers the right to take paid time off work following the birth of a child

**1.1Applicability**

The policy for Paternity leave is applicable only to the Regular Staff & workmen of Elite Group of companies. The policy lays down for the employees who have been employed with the company at least 240 days (the 12 month need to be consecutive)..

**3.0 Policy Guide lines**

**3.1 Time Frame and Duration of Paid Parental Leave**

- Eligible male employees will receive a maximum of 5 paid parental leave per birth.
- Paternity benefit may be granted before or after , the date of delivery as per the request of the employee
- Approved paid parental leave may be taken at any time in one month period before or after the date of delivery. Paid parental leave may not be used or extended beyond this month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the month time frame .There will not be any reimbursement of any unused paternal leaves.
- This leave will be applicable twice in a career for an employee

**3.2 How to apply**

- The employee should provide his request for leave to his supervisor and the human resource department with notice at least 15 days prior to the proposed date of the leave.

**Salient Points**

- When there is no leave eligibility for an employee he wishes to proceed on , then the department/functional head may grant leave on a Loss of Pay .Deductions shall be made on their monthly salary.
- Temporary employees and interns are not eligible for this benefit.
- The company reserves the right to update /modify/withdraw this policy at any point of time

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