



### Maternity Leave Policy

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**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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**PURPOSE**

Parkar provides maternity and childcare leave to enable mothers to care for their wellbeing as well as that of their newborn or newly adopted children. Maternity and childcare leave entitlements are subject to the provisions of the Maternity Benefit Act, 1961, as may be amended from time to time.

**ELIGIBILITY**

A woman employee who has completed 80 (eighty) days of employment with the Company in the 12 (twelve) month period immediately preceding the date of her expected delivery is entitled to maternity benefit under this policy.

**MATERNITY LEAVE**

- (i) The maternity leave may be availed by all female employees through the Company's HRMS System.
- (ii) Every woman employee having less than two surviving children shall be entitled to 26 (twenty-six) weeks of paid maternity leave, of which not more than 8 (eight) weeks shall precede the date of expected delivery.
- (iii) Every woman employee having two or more surviving children shall be entitled to 12 (twelve) weeks of paid maternity leave, of which not more than 6 (six) weeks shall precede the date of expected delivery.
- (iv) A certificate issued by a Registered Medical Practitioner indicating the likely delivery date should be submitted to the HR along with the application for Maternity Leave.
- (v) In the unfortunate event of a miscarriage or medical termination of pregnancy, female employees will be granted a leave of up to 6 weeks immediately following the day of miscarriage/ medical termination of pregnancy. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.

**ADOPTION LEAVE**

A woman employee who legally adopts a child below the age of three months shall be entitled to paid maternity leave of 12 (twelve) weeks from the date the child is handed over to the adopting mother.

**SURROGACY LEAVE**

An employee who is a commissioning mother, i.e., a biological mother who uses her egg to create an embryo implanted in any other woman, is entitled to paid maternity leave of 12 (twelve) weeks from the date the child is handed over to her.

**OTHER MATERNITY RELATED LEAVE**

- (i) **Tubectomy**: In case of tubectomy operation, a woman employee shall be entitled to paid leave of two weeks immediately following the day of her operation. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.
- (ii) **Maternity related leave**: In addition to the leave described in Sections 2(ii), 2(iii), 2(v) and 2(i), a woman employee suffering from any illness arising out of pregnancy, delivery, miscarriage, medical termination of pregnancy or tubectomy, shall be entitled to paid leave for up to one month. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.

### MEDICAL BONUS

Every woman entitled to maternity leave shall be entitled to statutory medical bonus of INR 5,000.

### DUTIES OF EMPLOYEES

Employees must document with their Managers and HR the period of maternity and childcare leave at least one month in advance from the expected date.

On the arrival of a child in the employee's family, it is the responsibility of the employee to inform HR for leave and insurance purposes.

### PATERNITY LEAVE

Male employees of the Company can avail 10 (ten) days of paid paternity leave at the time of childbirth/adoption, for up to 2 (two) children. The paternity leave is not en-cashable.

### CRÈCHE FACILITY

Crèche facility shall be made available during working hours to female employees as and when needed, in accordance with applicable laws. The facility is for children of the age group between 6 (six) months to 6 (six) years.

### VIOLATION OF POLICY

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@Parkar.digital) immediately.

The HR Head and Finance Head must approve any exceptions to this policy in advance.

### ENFORCEMENT

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

### DOCUMENT OWNER AND APPROVAL

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralised location with appropriate access control.