

MATERNITY / PATERNITY LEAVE

Maternity Leave:-

- A female employee who has completed 80 days of continuous service at Vamani Overseas Pvt Ltd is entitled to 6 months of maternity leave.
- The female employee is entitled to 26 weeks as the maximum period to maternity benefit. She can avail this benefit as 26 weeks upto the delivery day (including the day of her delivery) and 13 weeks immediately following the day of her delivery.
- In case of miscarriage or medical termination of pregnancy, a female employee can avail maximum 13 weeks leave with average pay from the date of miscarriage or termination of pregnancy.
- Also additional leave with pay (EL) for upto available EL balance in female employees' leave account can be availed on production of proof, revealing illness due to pregnancy, delivery, miscarriage, or premature birth.
- Any additional leave availed after 6 months will be treated as LWP.

Paternity Leave

- A male employee with less than two surviving children is entitled to avail a paternity leave for a period of 7 days to take care of his wife and new born child.
- He can avail this leave 7 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.
- Any excess of leave availed during PL will be deducted from available EL balance. In case of insufficient balance, it will be treated as LWP.