

# MATERNITY LEAVE POLICY

## Objective:

The Maternity Leave and Benefit policy intends to:

- a. Regulate the employment of women in the organization for certain period before and after child-birth
- b. Provide maternity benefit
- c. Ensure that the organization meets all obligations as mandated by the statutes of the state.

## Effective:

The Policy will be in force with effect from March 9th, 2017

## Applicability:

The Women employees of the organization.

## Leave Benefit

### 1. Eligibility

- All women employees on confirmed employment, who are not covered under the ESI Act, 1948 and have completed 180 days of continuous service with the company are eligible for Maternity Leave.

### 2. Regulations

- The maximum leave benefit under normal circumstances will be 26 weeks for two surviving children and 12 \ weeks for more than two children. The applicant can choose to distribute these leaves either before or after delivery. The leaves cannot exceed beyond the entitled weeks.
- 12 weeks Maternity Benefit is entitled to a 'Commissioning mother' and 'Adopting mother' only.
- The applicant should inform about her pregnancy to the HR department minimum 4 months in advance before proceeding on leave.
- The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.
- Maternity leave may be combined with accrued Earned leave with prior approval.
- As an extension to the maternity leave, the women employees will have flexibility to work for four hours at office and the rest from home for the duration of one month after rejoining the company. This flexibility of working hours is an additional leave benefit & will be with full pay.
- Un-availed Maternity Leave is non-encashable.
- The weekly offs and holidays falling during this period will be part of the leaves availed.
- The sum assured for the 26/12 weeks leave will be paid to the expecting mother 60 days after she rejoins the company.
- If the expecting mother fails to join the company within the entitled 26 weeks, then the agreements stands to be null and void.
- Application for Maternity leaves should be made through email and not on the HRMS. The application email must be addressed to the HR as well as your reporting manager.

### 3. Leave for Illness arising out of Pregnancy

- Any employee suffering from serious illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) is entitled to 4 weeks leave without pay.
- The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department as soon as any illness takes place.
- The leave benefit under this clause is permissible only for the purpose it is intended for.

## Special Mention: Resignations post Maternity Benefit

If an employee wishes to exercise her option to resign her employment immediately after availing the leave with salary benefit under "Maternity", is accepted only on medical grounds. In such case, the reasons stated in the medical report will be mentioned in the relieving letter. In case of no serious medical condition, the employee cannot resign for a period of at least 12 months after receiving the maternity benefits.