

PATERNITY LEAVE POLICY

Objective:

The Paternity Leave and Benefit policy intends to:

- a. Regulate the employment of men in the organization for certain period before and after child-birth
- b. Provide paternity 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 June 1st, 2014

Applicability:

The male employees of the organization.

Leave Benefit

1. Eligibility

- All male employees on confirmed employment, who have completed 180 days of continuous service with the company are eligible for Paternity Leave.
- Eligibility of benefit is restricted up to two surviving children only.

2. Regulations

- The maximum period for which any employee be entitled to paternity benefit shall be five days leave which can be before the date of delivery and/or post-delivery.
- The applicant must give a minimum two week notice in advance, to the occasion of the birth of the child, before availing the said leaves.
- Additional leave without pay needs to be approved in case of suffering from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation)
- As an extension to the paternity leave, the male employees will have flexibility to work for four hours at office and the rest from home for the duration of 15 days before or after the child's birth. This flexibility of working hours will be with full pay and must be pre-approved by your HOD.
- Un-availed Paternity Leave is non-encashable.
- Paternity leave may be combined with accrued Earned leave with prior approval.
- Application for Paternity 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.