

Maternity Policy

Maternity Leave

- A female workers/ employees should have completed working for 180 days in the current establishment in the last 12 months.
- The Act provides maternity benefits of 26 weeks as the maximum period for which any working woman shall be entitled to get maternity benefit. Out of the 26 weeks, female employee can be availed or claimed up to eight weeks (8 weeks) before delivery.
- In case of miscarriage or medical termination of pregnancy, a female employee can avail maximum 6 weeks leave with an average pay from the date of miscarriage or termination of pregnancy.
- Also additional leave with pay for up to 1 month can be availed on production of proof, revealing illness due to pregnancy, delivery, miscarriage, or premature birth.
- Where a female employees needs to undergo tubectomy operation, she can avail leave with wages at the rate of maternity benefit for up to two weeks immediately following the day of her operation.
- A woman with already two or more children is entitled to 12 weeks' maternity leave. The prenatal leave in this case remains six weeks.
- She cannot be entitled to any extra leave, after the completion of maternity leaves.
- A woman employee has to submit the leave form in 1 month advance with HR Dept along with approval of Head Departments.
- Above Leave must description for Doctor who has regularly handling maternity Work in their Hospital.
- The Company shall provide the reimbursement of Rs. 2000 per Month or Actual, whichever is lower for crèches facility.

1.1 Maternity Leave for adoptive and commissioning mothers

- 1.1.1 Maternity leave of 26 weeks to be available to mothers adopting a child below the age of three months from the date of adoption as well as to the "commissioning mothers". The commissioning mother has been

defined as biological mother who uses her egg to create an embryo planted in any other woman.

1.1.2 The 12-week period of maternity benefit will be calculated from the date of child is hand over to the adoptive mother.

1.1.3 The applicant should inform about her adoption to the HR Department minimum 15 days in advance before proceeding on leave.

1.1.4 The application should be supported by necessary documents of adoption.

1.2 Maternity Leave in case of Miscarriage

1.2.1 Any female employee suffering from unfortunate miscarriage is entitled to 06 weeks leave with pay.

1.2.2 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 within 01 week.

1.2.3 The leave benefit under this clause is permissible only for the purpose it is intended for.

1.3 Pay Benefit

1.3.1 The Maternity benefit amount (Salary) for the period preceding the date of after delivery / Adoption / Miscarriage.

1.4 Document checklist

In case of Maternity Leave

1.4.1 Medical certificate confirming the Pregnancy & expected the date of Child birth.

1.4.2 Birth certificate of Child.

1.4.3 Leave Application

Maternity Leave in case of Adoption

1.4.4 Application form for Adoption

1.4.5 Legal certificate of Adoption

1.4.6 Leave Application

Maternity Leave in case of Miscarriage

1.4.7 Medical certificate from a registered Medical practitioner.

1.4.8 Leave Application