

Maternity Benefit Policy

Objective

To protect and regulate the employment of women while preserving her rights and dignity of Motherhood for period before and after her childbirth and to provide for Maternity Benefit and other associated Benefits.

Applicability

Applies to a women employee- on roll and off roll who has worked for a period of not less than 80 Days in the 12 months immediately preceding the date of her expected delivery.

Entitlement

All women employees are entitled to Maternity leave with pay as per following criterion:

- I. For a total period of 26 weeks inclusive of prenatal leave of maximum of 8 weeks and postnatal leave of not less than 6 weeks duration.
- II. For Six weeks immediately following the day of Miscarriage.
- III. For a Maximum period of one month, in addition to the period of leave allowed under I. and II. For illness certified by a registered medical practitioner, arising out of Pregnancy, Delivery, Premature Birth of child or Miscarriage.
- IV. For a period of 12 Weeks, beyond the first two surviving children.
- V. For a Period of 12 weeks in case of adopting a child below the age of three months basis documents submission. The leave can start from one week prior to adoption and must be availed in Continuity.
- VI. Additional leaves or work from Home/ Flexi work to be provided basis the approval of the concerned Reporting Manager and Head HR.
- VII. In case of tubectomy operations, a women employees shall be entitled to Two week's leaves immediately following the day of Tubectomy operations, subject to submission of Medical Documents.
- VIII. The commissioning mother shall be entitled to maternity leave of 12 weeks from the date the child is handed over to her. The employee must submit a copy of all legal documents pertaining to the Child.

Guidelines

- To avail this maternity benefit, the women employee shall apply at least 8 weeks before the expected date of delivery along with a certificate from the registered gynaecologist and obstetrician stating the day of delivery.

- All leaves admissible under the provisions of maternity leave shall include all days of intervening weekly offs/ Public Holidays.
- All women Employees shall be intimated of the benefits of the Company's Maternity Benefit Policy at the time of their initial appointment.
- Any provision which is not specifically covered in this Policy or any other HR policies will be in line with the Provisions of the Maternity Benefit Act, 1961.

NURSING BREAKS

Every nursing women employee to returns to duty after leave will be entitled to two breaks of 45 minutes of duration for nursing the child until the child attains the age of fifteen months, these breaks can be also adjusted/ increased by taking consent/ approval from the concerned reporting manager and HR Head of the company.

CRECHE/ DAY CARE BENEFITS

Objective

The purpose of Creche/ Day care is to help women employees support their children upto age of 6 years.

Eligibility

All women employees, single fathers, and same-sex domestic partners, for a maximum of 2 children below 6 years of age

Guidelines

- A. Company location, with count of employees as required by statute, will support with crèche facility where possible. Alternatively, employee can voluntarily opt for external crèche, where reimbursement shall be provided.
- B. Eligible employees can visit crèche facility (where provided at company location) up to four times a day, including rest interval (Lunch time) as per provisions of law, except for voluntarily opted external crèche.

Crèche options /Limits

- Following crèche options are applicable –

In case of Crèche facilities within company premises, the cost will be borne by the company.

- Any value-added services would be on a chargeable basis in the ratio of 70:30 to the company & employee.
- In case of External Creche Facilities, Company will reimburse 75% of the total cost, subject to a maximum of City Reimbursement for Metros (Mumbai, New Delhi, Kolkata, Bangalore, Chennai, Hyderabad, Pune) and State Capitals of Rs 7,500 per month per child and for rest of India of Rs 5,000 per month per child.
- The balance amount to be borne by the concerned employee.
- This can also be claimed through a reimbursement subject to submission of actual Bills.
- This amount will be taxable as per the Law.

PATERNITY BENEFIT

Paternity leave

- Male employees are entitled to Paternity Leave for a maximum of 7 days per child within one year of childbirth for two children.
- Paternity Leave is also provided to male employees during termination of pregnancy or miscarriage for a maximum of 3 days per child.