

Table of Contents

5.6.3 Does your university as a body have a maternity policy that support women’s participation?	1
Maternity Policy.....	1
Applicability	1
Types of Leaves	2
Maternity Leave.....	2
Adoption Leave	3

5.6.3 Does your university as a body have a maternity policy that support women’s participation?

Maternity Policy

<https://upes-production-cvb3e7frghdda0a4.z01.azurefd.net/drupal-data/2023-11/principles-of-engagement.pdf>



The objective of this policy is to define the types and entitlement of leaves and provide guidelines for its administration.

Applicability

- This policy is applicable to all full-time employees
- Employees appointed on contract will be entitled to leaves as specified in their individual terms of employment.

Types of Leaves

Employees are eligible for the following types of leaves as per the leave matrix below:

S. No.	Leave Type	Entitlement
1	Privilege Leave (PL)	25 days
2	Casual Leave (CL)	10 days
3	Sick Leave (SL)	Minimum 3 days & Maximum Unlimited
4	Maternity Leave	Maximum of 26 weeks up to 2 children; Maximum up to 12 weeks for more than 2 children
5	Paternity Leave	15 days
6	Adoption Leave	90 days
7	Happiness Leave	1 day in a calendar year.

Maternity Leave

3.6.1. Maternity Leave will be available to all female employees to take time off work during the prenatal / postnatal stage of the child.

3.6.2. Maternity Leave can be availed up to a maximum of 26 weeks with full pay for up to 2 children and 12 weeks for more than two children

3.6.3. This is in accordance with the provisions of the Maternity Benefit Act (1961) and amendment of the Maternity Benefit Act (2017).

3.6.4. Maternity Leave with full pay will be given to employees who have completed a minimum of 80 days on the payroll in the 12 months preceding the expected date of delivery.

3.6.5. All intervening holidays / weekly offs will be counted as a part of the Maternity Leave.

3.6.6. In order to avail Maternity Benefit, eligible employees are required to submit an application to their Reporting Manager along with supporting medical documents. This would be to inform the expected date of delivery and the date on which Maternity Leave is to commence.

3.6.7. Subsequent to approval from Reporting Manager, the application should be submitted to HR for records and processing of salary / leaves.

3.6.8. In case the employee is unable to submit the application before proceeding on maternity leave, she may give the application as soon as possible.

3.6.9. The failure to give such application will not disentitle the employee from the maternity benefits and other entitlements.

3.6.10. Leave in case of miscarriage: In case of miscarriage or medical termination of pregnancy, an employee on production of related medical documents will be entitled to leave with full pay for a period of 6 weeks immediately following the day of her miscarriage or medical termination of pregnancy.

3.6.11. Leave in case of illness during pregnancy: In case the employee suffers from illness arising out of pregnancy, delivery, premature birth of child, she will be entitled to leave with full pay for a maximum period of 1 month, on production of such proof. This period shall be in addition to the period of maternity leave.

3.6.12. Work from home may also be considered in cases where the employee is capable of working but has restricted mobility

3.6.13. In case of illness of the new born baby, the employee shall be allowed to avail PL/CL in continuation to Maternity leave on production of Medical Certificate specifying the same.

3.6.14. All employees on returning to duty after maternity leave, shall, in addition to the rest allowed to her, be allowed 2 breaks during her daily work hours for nursing the child until the child attains the age of 15 months.

3.6.15. Extension of Maternity Leave

a. If extension of Maternity Leave is required, employee should apply for the same at least 1 month in advance.

b. The approval on extension of Maternity Leave will be provided by respective Reporting Manager.

c. The extension will be granted for a maximum duration of 6 months, which will be first adjusted against the available PL balance of the concerned employee. If PLs are exhausted, the balance extension period will be considered as a leave without pay.

d. The extension of Maternity Leave will be applicable post completion of the entitled Maternity Leave.

3.6.16. Child Support Post Maternity Leave

a. UPES will support the employees who have returned from Maternity leave and those who have kids below the age of 6 years.

- Employees at campus – day care facility on campus
- Other offices – day care facility around the offices.

b. Female employees may visit the facility to take care of their children as required.

Adoption Leave

3.7.1. Adoption Leave will be provided to female employees as well as single male parent on legal adoption of a child.

3.7.2. Adoption leave will be with full pay and for a period of 90 days.

3.7.3. Adoption leave to a male employee when he is not a single parent will be 15 days as per the paternity leave policy.

3.7.4. The employees are required to submit application for Adoption Leave to Reporting Manager, along with the adoption certificate.