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## 5.6.3 Does your university as a body have a maternity and paternity policies that support women’s participation?

### Paternity 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.

### Paternity Leave

3.8.1. A male employee will be entitled to paternity leave for a period of 15 days, on child birth or legal adoption.

3.8.2. Employee can avail paternity leave within 30 days from the child's birth date.

3.8.3. This leave can be availed in one go or employee may avail the leave in two parts as required.

3.8.4. Employee should apply for the leave and seek prior approval from respective Reporting Manager

### 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.