

# SRI RAMACHANDRA

INSTITUTE OF HIGHER EDUCATION & RESEARCH  
(Deemed to be University)

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## Maternity Leave Policy : Version:1

### MATERNITY LEAVE

#### Introduction

- This leave is only for married female for the purpose of maternity.

#### Number of leave days

- Married Female permanent employees are eligible for paid Maternity Leave for a maximum period of twenty-six weeks.

#### Eligibility

- Eligibility of this benefit is restricted up to two surviving children only.
- Permanent employees are eligible to avail maternity benefit.
- The employee whose gross salary is upto Rs.21,000/-p.m. their maternity benefit will be covered under ESI. The ESI gross slab will be maintained as per the government norms.

#### Process

- The applicant should inform about her pregnancy to the HR in writing minimum one month in advance before proceeding on leave. The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.
- The weekly offs and holidays falling in this period will be part of the leaves availed.
- Leave without pay due to illness arising out of pregnancy may be granted as per the "Leave of Absence" policy listed above for an extended period. But the decision to grant such leave is solely under the discretion of HR.

#### Accumulation

- This leave cannot be accumulated.

#### Encashment

- This leave is not encashable.

Prepared by



Mrs. A. Jhansi Lakshmi,  
General Manager – HR

Approved by



Dr. P. V. Vijayaraghavan  
Vice-Chancellor

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## Paternity Leave Policy : Version:1

### PATERNITY LEAVE

#### Introduction

- This leave is only for married male, during the wife's Maternity Period.

#### Number of leave days

- Paid Paternity leave is for a maximum period of 5 days twice in a service.

#### Eligibility

- All married male employees who have completed after confirmation is eligible.

#### Process

- The applicant should inform about his wife's pregnancy to the HR in writing minimum one month in advance before proceeding on leave. The application should be supported by a medical certificate confirming wife's pregnancy and expected date of child birth.
- The weekly offs and holidays falling in this leave period will be part of the leave availed.
- This leave can be availed within a month from the date of delivery.

#### Accumulation

- This leave cannot be accumulated.

#### Encashment

- This leave is not encashable.

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