

Maternity Leave Policy



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)



ANIL NEERUKONDA EDUCATIONAL SOCIETY

HUMAN RESOURCE MANUAL

Maternity Leave Policy

ANES/HR/SOP/02

Issue No: 01

Issue Date: 19.09.2022

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Prepared By

Human Resources Department

Approved By - CEO

Purpose

ANES aims to reinforce the organization's commitment towards the wellbeing of all its employees. In line with that vision, The Maternity Leave policy is introduced to support the needs of its women employees who are expecting a child and/or require time to care and bond with their new-born.

Scope:

This policy applies to all eligible female employees of the Organisation.

Eligibility:


- a) Maternity leave may be granted to all eligible female employee who has been in the regular service in ANES
- b) Employees who are not covered under ESI Act are eligible for ML in terms of the Provisions of Maternity Benefit (Amendment) Act - 2017
- c) This benefit is applicable for the first two live confinements only, in case of Miscarriage, a maximum of six weeks of leave is allowed as ML.
- d) Maternity Leave will be allowed for a period of "Twenty Six Weeks", Prenatal / Postnatal as per the convenience and choice of employee and this is inclusive of Weekly offs and Holidays.
- e) A person on maternity leave cannot engage in any other employment whatsoever.
- f) Maternity Leave will not be applicable for contractual employees.

Process Owner:

Human Resources Department

Process:

In order to avail this benefit the applicant has to inform the respective HOD / reporting officer atleast 8 weeks before proceeding on leave and a certificate from the Authorized Medical Practitioner to be supported along with the prescribed Leave Application form stating the Expected Date of delivery along with the beginning and end date of Leave applied.

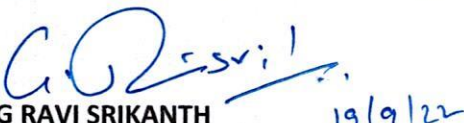

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After evaluation of eligibility, HR Department will officially notify the employee about her leave approval.

Employees can contact the Human Resources Department for information concerning the Eligibility, procedures or other queries.

ESI Covered Employees: Employees who are covered under ESIC Benefits, will get all maternity benefits as per ESIC norms. HR Department will guide and help it out to avail benefits from ESIC.

Leave for miscarriage. -- In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of six weeks immediately following the day of her miscarriage.

Proposed By	Approved By
 G RAVI SRIKANTH Sr. Manager – HR - ANES 19/9/22	 NIRANJANA KUMAR K Chief Executive Officer - ANES