



<b>Name of the Policy/Guidelines</b>	<b>Maternity, paternity and childcare benefits</b>
Short Description	Service rules and Guidelines to offer childcare benefits for employees and students
Scope	These guidelines apply to all employees and students in various constituent units, departments, and sections of Nitte (Deemed to be University)
Policy Status	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Revised
Date of Approval of Original Policy	08 <sup>th</sup> August 2008
Revision No.	1 (First revision)
Brief description of the last revision	Extension of maternity leave period from 12 weeks to 26 weeks
Date of approval of the current revision	19 <sup>th</sup> Dec 2017
Effective date	20 <sup>th</sup> Dec 2017
Approval Authority	Vice Chancellor
Responsible Officer	Mr. Deepak Shetty, Assistant Director, Human Resources.

## **Introduction**

Nitte (Deemed to be University) provides pregnancy and childcare related benefits to employees and students to promote a work-life balance. In accordance with the Maternity Benefit (Amendment) Act, 2017 and UGC rules for maternity leave for female employees, Nitte (Deemed to be University) entitles working women of the constituent institutions to maternity benefit—full paid absence from work to care for the child. Additional benefits related to child care are also extended to employees and students.

## **Maternity Leave**

Rules of leave:

Maternity leave with full pay and allowances shall be granted to women employees subject to the following conditions:

- (a) A woman employee is entitled to avail 182 days full-term maternity leave (inclusive of pre-natal and post-natal leave), only twice during her entire service. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.
- (b) Women employees eligible for maternity benefit under the ESI scheme shall apply accordingly. Such employees shall not be eligible for maternity benefits under the University rules.
- (c) Maternity leave is not admissible to a woman having two or more living children.
- (d) Maternity leave shall be granted on the condition that such employee should serve or should have served the institution for a period not less than five years failing which, she shall repay to the University the salary drawn during the period of Maternity leave. The sanctioning authority shall obtain a declaration to this effect before sanctioning the leave.
- (e) Only women employees who have put in not less than 1 year of continuous full time service in the Institution shall become entitled for Maternity leave. Women employees appointed on purely temporary basis but with less than 1 year service are not entitled to paid leave.
- (f) Maternity leave is not debitable to earned leave account. Necessary entries may be made in the service register so as to ensure that Maternity leave is not sanctioned more than twice in the entire service of a woman employee including the Maternity leave sanctioned in case of a miscarriage.
- (g) Maternity leave may be clubbed with other kinds of leave. However clubbed leave above 200 days may be availed only with the sanction of the Vice- Chancellor, duly supported by medical advice.

### **Paternity benefits**

A male employee will be eligible to work on flexible timings for a period of two weeks following birth of child. This will be subject to following condition:

- (a) Prior permission has to be obtained from Head of Institution.
- (b) An employee will be eligible for this benefit only twice during service.

### **Access to breastfeeding rooms**

Employees and students of the University will have free access to the breastfeeding rooms in the campus

### **Child day care facilities**

- (a) Crèche facility is made available free of cost for children of employees and students
- (b) Employees, scholars and students of Nitte DU can utilize this facility when they are at work or pursuing academics

### **Subsidized health care**

Employees and students are eligible for subsidized ante-natal care, child-birth services and post-natal care. Children of employees will also be eligible for subsidized health care.