# GMR Institute of Technology An Autonomous Institute Affiliated to JNTUK, Kakinada

GMR Nagar, Rajam-532 127 Srikakulam (Dist.) Andhra Pradesh CIN U80301AP2003NPL042195 T +91 (8941) 251 592/251 593/ 252 989 F +91 (8941) 251 591 W www.gmrit.org

Seven UG Programs accredited by National Board of Accreditation (Tier-1) \* Institute Accredited by NAAC with "A" Grade and ISO 9001-2008 Certified

#### **Criterion VII – Institutional Values and Best Practices**

#### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the institution for the promotion of gender equity during the year:

### **Maternity leave Policy**

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## **GMR** Foundation

GMR Varalakshmi Foundation



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28<sup>th</sup> July 2016

#### **Amendment to Maternity Leave Policy**

- a. Female employees on regular payroll of the Company are eligible for Maternity Leave, provided they have worked with the company for a minimum period of 80 days in the twelve months immediately preceding the date of expected delivery.
- b. Female Employees on Probation can also avail maternity leave provided they had served the Company for a minimum of 80 days before applying for Maternity leave.
- c. Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 6 weeks may be availed.
- d. Female Employees can avail Maternity Leave @ 6 weeks before confinement and 6 weeks after confinement or at a stretch up to maximum of 90 days as per the convenience and choice of the employee and the above period shall be inclusive of weekly offs and holidays.
- e. The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- f. In case an employee is covered under ESI Act, The maternity benefits will be provided as per the ESI Act.

The amendment is applicable to GMRIT, SGCSRC and GMRVCH with effect from 1<sup>st</sup> July 2016.

Mr. Laxmanmurthy LM Chief Operating Officer

#### Copy to:

- 1. Medical Director
- 2. Principal -GMRIT
- 3. Vice Principal -GMRIT
- 4. Principal SGCSRC Degree College
- 5. Principal SGCSRC Junior College
- 6. Principal- SGCSRC College of Education
- 7. CFO GMRVF
- 8. HR Department GMRIT , SGCSRC and GMRVCH
- Finance Department GMRIT ,SGCSRC and GMRVCH
- 10. All employees