

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 last five years.

Maternity leave Policy

S.No	Description	Page No
1	Maternity leave Policy	2

23rd January 2020.

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 up to maximum of 26 weeks as per their convenience and the above period shall be inclusive of weekly offs and holidays.
- e. Maternity leave of 12 weeks is also been provided for adoptive and commissioning mothers.
- f. The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- g. 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 1st January 2020.



Col.G.Rajendra Prasad
CEO – Education & Health Care

CC to

COO – GMRVF, MD- GMRVCH, Principal – GMRIT, Vice Principal - GMRIT, Principal – SGCSRC, CFO,
Head – HR, Head – FMS, HODs (Academics & Non Academics of Education Wing), HR – GMRVCH,
AO-SGCSRC