

Criterion VII– Institutional Values and Best Practices

7.1.1 (F) *Welfare measures*

Strong welfare measures for women are ensured through a well-defined Maternity Leave Policy. The institution provides eligible women employees with paid maternity leave as per government norms, enabling them to manage childbirth and postnatal care without work-related stress. The policy supports the physical and emotional well-being of mothers by offering sufficient leave duration, job security, and continuation of benefits. The institute promotes a supportive and inclusive work environment by ensuring that women employees can balance professional responsibilities and family needs.

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