

Dept : HR Department	Revision Date	17.02.2024
Approved By : CHRO	Revision No.	01

- **Policy Objective:**

Manjushree Technopack Limited (MTL) is taking progressive steps to assist employees during significant life events through company-paid time for maternity and paternity leaves. These leave benefits are intended to allow employees paid time off to bond with their child before returning to work. These policies are available to eligible MTL employees only.

- **Policy Guidelines:**

1. Eligibility:

- ✓ MTL's female employee who are on the role of Company who: delivers a baby (I.e. birth mother), or
- ✓ Legally adopts a child below the age of one year (i.e. adoptive mother), or Shall work for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery.

2. Maternity Leave:

- ✓ Employees are eligible for a total of twenty-six (26) calendar weeks of Maternity Leave.
 - For birth mother — you may start your leave up to eight weeks before the expected delivery.
 - For adoptive mother — you may start your leave from the date the child is handed over to the adopting mother.
 - Provided that, the maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.
- ✓ Employee will be paid at 100% Fixed Salary.
- ✓ The twenty-six (26) calendar weeks are inclusive of rest days, off days and public holidays.
- ✓ Maternity Leave generally begins on the date requested by an eligible employee and must be taken continuously upon the birth or adoption of the child.
- ✓ Provided that where a woman dies during this period, the maternity benefit shall be payable only for the days up to and including the day of her death:
- ✓ Provided further that where a woman, having been delivered of a child dies during her delivery or during the period of six weeks immediately following the date of her delivery, leaving behind in either case the child, the employer shall be liable for the maternity benefit for the entire period of six weeks immediately following the day of her delivery but if the child also dies during the said period, then for the days up to and including the day of the death of the child.
- ✓ To minimize business disruption, after availing the Maternity leave, employee cannot take any additional time off immediately, except for a medical emergency to the child or self-due to maternity subject to production of necessary documents, however this leave are not paid leaves as part of maternity leave.

3. Other Leaves:

- ✓ Miscarriage leave ~ In the event of a miscarriage, up to 6 weeks of paid leave will be granted immediately following a miscarriage. Employee is not eligible for Maternity leave in this case.

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- ✓ Illness arising out of pregnancy leave - The Act provides for extended Maternity Leave in case of illness arising out of pregnancy, delivery, premature birth of child.
 - This leave is in addition to the period of absence allowed to woman under the Act
 - In such cases the woman, subject to production of prescribed proofs, is eligible to a maximum of one month (30 calendar days) leave in addition to the Maternity Leave.
 - A certificate from a registered medical practitioner, which needs to be validated by MTL's onsite doctor(s) must support any extension of leave beyond the Maternity Leave on medical grounds.
 - This leave can be taken during pregnancy or after delivery of the child. It does not need to be taken consecutively with the Maternity Leave. If taken after the delivery of the child, this leave must be taken before the child turns one year of age.
 - Per Section 10 of the MBT Act, 1961, this leave can only be availed based on the medical condition of the mother.
 - To minimize business disruption, after availing the Maternity leave including the one available for Illness arising out of pregnancy, employee cannot take any additional time off immediately, except for an medical emergency to the child or self-due to maternity subject to production of necessary documents, however these leave are not paid leaves as part of maternity leave.
 - If the birth mother is having the 3rd or more child, the entitlement of the 12 weeks of Maternity Leave. However, illness arising out of pregnancy leave of 30 calendar days shall be additional.

Paternity Benefits:

- **Eligibility:**

(A) MTL's regular male employees who

- ✓ Is having a new born child (i.e., birth father), or
- ✓ legally adopts a child below the age of one year (i.e. adoptive father)

(B) There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

- **Paternity Leave:**

- ✓ Maximum number of paid paternity leave allowed under this policy is 3 Working Days.
- ✓ The 3 working days are inclusive of public holidays and paid time off.
- ✓ MTL-paid paternity leave must be taken as one continuous block within first two weeks of the birth or adoption of the child.
- ✓ Paternity leave shall be availed at a stretch. Part leaves are not allowed.

- **Benefits during Maternity/Paternity Leave**

After the birth or adoption, enroll your child as 2 dependent in your group medical insurance policy within 45 days (day one is date of birth).

INITIATING MATERNITY AND PATERNITY LEAVE, AND RETURNING TO WORK

- **Maternity:**

- ✓ You must inform your manager at least 30 days, before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence. If you

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wish to take Sabbatical before or immediately after the maternity leave, you need to inform the manager with a minimum notice period of 30 days.

- ✓ You should work out an arrangement with your manager on how and when you intend to take the leave.
- ✓ If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave).
- ✓ In case of emergency, you (or a representative) must notify your manager or the Unit HR Head as soon as practical.
- ✓ You can submit your application for maternity leave on the leave tracking tool along with your doctor's certification of the expected date of delivery or relevant document for adoption, at least 30 days before the start date of your maternity leave.
- ✓ You should contact your manager and HR Department not later than 5 working days prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to the scheduled date, you must notify your manager and HR Department about the new return to work date as soon as possible. Additional documentation and certification may be required.

- **Paternity:**

- ✓ You must notify your manager at least a week in advance unless there is an incident of premature birth of the child.
- ✓ You can submit your application for paternity leave, along with the birth certificate or letter of intent to adopt, to your manager for approval on the leave tracking tool.

- **General:**

- ✓ Additional documentation and certification may be required for verification purposes.
- ✓ Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be
- ✓ Considered as grounds for termination.
- ✓ Certain consideration for Pregnant Women at workplace: Concerned manager of employee will provide some relaxation/ flexibility in working conditions as feasible without causing any hindrance to smooth running of work.
- ✓ Any special requirements by the employee during pregnancy period shall be evaluated by concerned manager and allowed in discussion with concerned HR Business partner.
- ✓ This policy will be reviewed time to time at the discretion of the management in order to ensure compliance / adequacy of the provisions.