



## SRI SRI UNIVERSITY

(Established under UGC State Private University Regulation 2003)

Sri Sri Vihar Ward No-3, Bidyadharpur Arilo, Cuttack, Odisha 754006

Name of Policy	Maternity and Paternity Policy	Department responsible	Executive Registrar
Department	All	Prepared by	HR Department
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### Maternity and Paternity Policies

#### Introduction.

1. Maternity and paternity leave is protected time that an employee can take off to care for their newborn or newly adopted child. The Maternity Benefit Act, of 1961 is an act essentially providing for the regulation of employment for an expecting mother for a particular time period before and after childbirth. The act identifies and acknowledges the basic benefits anticipated from an employer for an employee who is an expecting mother.

The following guidelines are to be followed for the grant of Maternity and Paternity leave

#### 2. Maternity Leave.


(a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 135 days from the date of its commencement.

(b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.

(c) Maternity Leave shall not be debited to the leave account.

(d) Maternity Leave may be combined with leave of any other kind except Casual Leave.

(e) Any leave (including commuted leave up to 60 days and leave not due) may be taken without a medical certificate for up to one year in continuation of Maternity leave.

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(f) During maternity leave, leave salary equal to last pay drawn is admissible.

### **3. Paternity Leave**

(a) Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided the limit is up to two children.

(b) The Paternity Leave can be availed up to 15 days before or up to six months from the date of delivery of the child.

(c) Paternity Leave shall not be debited to the leave account.

(d) During paternity leave, leave salary equal to last pay drawn is admissible.

  
12/6/23  
Executive Registrar