

Maternity Benefit Act

This policy has been drafted as per the Maternity Benefit (Amendment) Act 2016. All confirmed female employees of SPS are entitled to, up to 26 weeks (six and a half months) of maternity leave, which is stipulated to be divided between prenatal leave of eight weeks (or two months) and postnatal leave of eighteen weeks or (4 and a half months). A woman who already has two or more children is entitled to 12 weeks' maternity leave. The prenatal leave in this case is six weeks.

1. SPS shall intimate in writing in the appointment letter to every woman at the time of her initial appointment regarding the benefits under the policy.
2. Employee must submit application at least 2 month in advance with the expected date of delivery. Employee is required to produce a medical certificate confirming the pregnancy and detailing the expected date of birth and the date on which the maternity leave is to commence.
3. The maternity leave is awarded with full pay on completion of at least 80 days in an establishment in the 12 months prior to her expected date of delivery. The maternity benefit is awarded at the rate of the average daily wage for the period of a worker's actual absence from work.
4. Any rest day or public holiday that falls due during maternity leave is counted as part of the maternity leave and will not give rise to any additional leave or payment

Alternative childbirth

A woman who **legally adopts** a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of **twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother** (a biological mother who uses her egg to create an embryo implanted in any other woman), as the case may be.

In case of complications during the pregnancy

In case of **miscarriage or medical termination of pregnancy**, a worker is entitled to **six weeks** of paid maternity leave. Employees are also entitled to one additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation (two weeks in this case).

Employment of, or work by, women prohibited during certain period.- (1) SPS shall not knowingly employ a woman in any establishment **during the six weeks immediately following the day of her delivery or her miscarriage.**

Care to be taken during pregnancy

1. No pregnant woman shall, on a request being made by her in this behalf, be required by her employer to do during the period prior and during her leave while being pregnant, any work which is of an **arduous nature or which involves long hours of standing, or which in any way is likely to interfere with her pregnancy** or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.
2. In case of travel, the PIC must ensure that appropriate arrangements are made on behalf of the employee, to ensure safe passage, with special mention to travel on Ghats or in the summer.
3. The PIC and/or LIC must also ensure that co-workers are sensitized to the employee's conditions, and must practice *adabnama* to help her while at work. For example, opening doors, lifting heavy objects.
4. Each location must also provide access to the following, while the employee is attending work:
 - i. Basic medication that may be required
 - ii. A place to rest
 - iii. A clean bathroom

This policy mandates that all SPS employees are educated on reproductive health and how to care for pregnant colleagues through regular capacity building workshops and literature.

Paternity leave

Male staff may avail paternity leave up to a maximum of 10 working days within one month either before or after the birth of child. This leave is permitted for a maximum of two children.

1. Can be availed only in one spell.
2. If not availed it will lapse.