

## Maternity Leave Policy

### 1. Purpose

The purpose of this policy is to provide clear guidelines on maternity leave entitlements and support for employees during pregnancy and childbirth, ensuring their health, well-being, and work-life balance.

### 2. Eligibility

All full-time employees who have completed at least 11 months of continuous service with the company are eligible for maternity leave.

### 3. Maternity Leave Entitlement

Eligible employees are entitled to a total of 3 months (90 days) of maternity leave.

### 4. Paid Salary During Maternity Leave

During the maternity leave period, the company will provide paid salary as follows:

- Employees will receive their full salary for 10 days every month during the maternity leave period (a total of 30 days of paid leave across the three-month period).

### 5. Additional Leave Options

Employees have the option to utilize any accrued paid leave (such as annual leave or vacation days) to extend their paid time off during the maternity leave period. This is subject to the following conditions:

- Accrued paid leave must be used in accordance with the company's standard leave policy.
- Employees must inform their manager and the HR department of their intention to use accrued paid leave as soon as possible.

### 6. Notice and Documentation

Employees are required to provide the following notice and documentation to the HR department:

- Written notice of their intention to take maternity leave at least 12 weeks before the expected start date of the leave.
- A medical certificate confirming the pregnancy and the expected date of childbirth.

### 7. Return to Work

Employees are expected to return to work at the end of their maternity leave period. They should inform their manager and the HR department of their intended return date at least 4 weeks in advance.

## **8. Job Protection**

Employees on maternity leave will have their job protected. The company will ensure that employees return to their same or an equivalent position with the same terms and conditions of employment.

## **9. Benefits During Maternity Leave**

All benefits that the employee was entitled to before taking maternity leave will continue to accrue during the leave period, including health insurance, pension contributions, and other benefits.

## **10. Policy Review**

This policy will be reviewed regularly to ensure compliance with legal requirements and to meet the evolving needs of our employees.

## **11. Contact Information**

For any questions or clarifications regarding this maternity leave policy, employees can contact the HR department.

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## **Approval and Revision History**

- **Policy Approved By: Deepak Sahdev**
- **Approval Date: 15 July 2024**