

MATERNITY LEAVE POLICY

Neoinfinit Multicons Pvt Ltd is taking progressive steps to assist employees during significant life events through company-paid time for maternity leaves. These leave benefits are intended to allow employees paid time off to bond with their children before returning to work. This policy is available to all eligible employees.

1. Eligibility

A regular female employee who has worked for a minimum period of not less than 80 days in 12 months:

- a) delivers a baby (i.e. birth mother), or
- b) legally adopts a child below the age of one year (i.e. adoptive mother), or
- c) She is a commissioning mother. A Commission mother means a biological mother who uses her egg to create an embryo implanted in any other woman.

2. General guidelines

- a) You will be paid 100% of the Annual Fixed Salary that you received pre leave application.
- b) The Maternity Leave is inclusive of rest days, off days and public holidays.
- c) 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.
- d) To minimize business disruption, after availing of the Maternity leave, the employee cannot take any additional time off immediately.
- e) If the employee wishes to take any leave before the Maternity leave, please contact company HR to discuss your specific situation.

- f) While on a Maternity Leave, you will maintain the same benefits coverage you have as an active employee (subject to plan provisions) for the full duration of the leave. If you do not return from leave, these benefits will cease as of the last day of your leave.
- g) Additional documentation and certification may be required for verification purposes.
- h) 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 grounds for termination.

3. Period of maternity benefit

a) Women having 1st or 2nd child

The Maternity leave shall be of a maximum of 26 weeks, out of which not more than eight weeks shall precede the expected date of her delivery. Once a woman employee joins back services after delivery, she is entitled to two breaks for nursing the child until the child is one and a half years old.

b) Women having two or more children:

The Maternity leave shall be 12 weeks, out of which not more than six weeks shall precede the date of her expected delivery. Once a woman employee joins back services after delivery, she is entitled to two breaks for nursing the child until the child is one and a half years old.

c) Maternity leave Law for adoptive mothers

A woman who legally adopts a child below the age of three months shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother

d) Maternity law for commissioning mothers

The advent of technology has brought relief and joy to many families who were unable to conceive naturally. The maternity leave law here states a 12 week leave to the biological mother who imparts her egg to create an embryo which is then planted in another woman.

e) Tubectomy during pregnancy

In the case of tubectomy, a woman on the production of the prescribed papers can opt for two weeks' leave immediately from the date of the tubectomy operation.

4. Leave for miscarriage or medical termination of pregnancy

In case of miscarriage, or medical termination of pregnancy, a woman shall, on the production of such proof as may be appropriate, be entitled to leave with wages at the rate of maternity benefit for a period of 6 weeks immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy.

5. Payment of maternity benefit in case of death of a woman

In case of death of a woman before receiving such maternity benefit or the amount, the employer shall pay such benefit or amount to the person nominated by the woman in the given notice and, in case there is no such nominee, to her legal representative.

6. Critical illness post-maternity

A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage or medical termination of pregnancy shall, on the production of such proof as may be appropriate, be entitled, in addition to the period of absence allowed to her or, as the case may be, to leave with wages at the rate of maternity benefit for a maximum period of one month.

7. Forfeiture of maternity benefit

A woman who works for remuneration with some other organization during the period she has been permitted by an employer to absent herself for availing the maternity benefits provided shall not be entitled to receive maternity benefit for such period.

8. Initiating maternity leave and returning to work

- a) You can submit your application for maternity leave to the company HR along with your doctor's certification of the expected date of delivery or relevant document for adoption at least 30 days before starting your maternity leave.

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You should provide as much notice as possible to give your manager more time to plan for your absence.

- b) You should contact your manager and company HR no later than five 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 company HR of the new return to work date as soon as possible. Additional documentation and certification may be required.