

MATERNITY LEAVE POLICY

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1. Objective

To provide financial support, job security, and adequate leave to women employees during pregnancy and childbirth, ensuring their well-being and that of the child, while maintaining compliance with applicable labor laws.

2. Scope

This policy applies to:

- All full-time women employees of LEAD College
 - Teaching staff (faculty)
 - Non-teaching staff
- Employees on probation are also covered, subject to eligibility criteria

3. Legal Framework

This policy is governed by:

- The Maternity Benefit Act, 1961 (as amended)
- Applicable regulations for private educational institutions

4. Eligibility

A woman employee shall be eligible for maternity benefits if:

- She has worked for at least 80 days in the 12 months preceding the expected date of delivery

5. Maternity Leave Entitlement

- Eligible employees are entitled to 26 weeks (182 days) of paid maternity leave
- Leave may be availed as follows:
 - Up to 8 weeks before the expected date of delivery
 - Remaining period after childbirth

5. Adoption Leave

- A woman employee legally adopting a child below 3 months of age is entitled to:
 - 12 weeks of paid leave
- Leave shall commence from the date the child is handed over

6. Salary and Benefits

During maternity leave:

- The employee shall receive full salary, including:
 - Basic pay
 - Applicable allowances
- Continuity of:
 - Service
 - Seniority
 - Increment eligibility
 - Other statutory benefits

8. Application Process

Employees must:

- Submit a formal application to HR at least 8 weeks prior to the expected delivery date
- Provide:
 - Medical certificate indicating expected date of deliveryAfter childbirth:
 - Submit relevant supporting documents (e.g., birth certificate, discharge summary)

9. Leave Conditions

- Maternity leave is:
 - Non-transferable
 - Non-encash able
- Leave must be availed within the prescribed period
- Any extension of leave:
 - Shall be adjusted against earned leave or treated as leave without pay, subject to approval

10. Medical Termination / Miscarriage

- In case of miscarriage or medical termination of pregnancy:
 - Employee is entitled to 6 weeks of paid leave
- Supporting medical documents are required

11. Medical Bonus

- If pre-natal and post-natal care is not provided by the institution:
 - A medical bonus may be provided as per applicable statutory provisions

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Approved by AICTE, Affiliated University of Calicut

12. Protection of Employment

- No employee shall be:
 - o Dismissed
 - o Disadvantaged
 - o Subjected to adverse action during maternity leave
- Employment is protected in accordance with applicable laws

13. Return to Work

- The employee shall resume duties after completion of approved leave
- She will be reinstated to:
 - o The same position, or
 - o An equivalent role with the same benefits

14. Misuse & Disciplinary Action


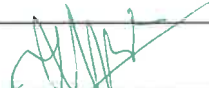
- Any misrepresentation or misuse of the policy:
 - o Will lead to disciplinary action as per institutional rules

15. Policy Review

- This policy may be reviewed and amended from time to time based on:
 - o Changes in applicable laws
 - o Institutional requirements

16. Effective Date

This policy is effective from:

Prepared and Issued by:	Approved by:
Mrs. Yasmin Samad, Administrator	Dr. Thomas George K., Director
	

Mrs. YASMIN SAMAD
Administrator
LEAD College (Autonomous)
Dhoni, Palakkad - 678 009

Dr. THOMAS GEORGE. K
Director
LEAD College (Autonomous)
Dhoni, Palakkad - 678 009



