

PATERNITY LEAVE POLICY

Ref No	Created On	Published On
LEAD/ADM/POL/024/26	01 APR 2026	21 MAY 2026

- **Objective**

To support male employees during the birth or adoption of a child by providing paid time off, encouraging a healthy work-life balance and active parental involvement.

- **Eligibility**

- All full-time male employees (permanent or on probation) who have completed a minimum of six months of continuous service.
- Applicable in cases of:
 - Birth of a biological child
 - Legal adoption of a child below 12 months of age

- **Duration of Leave**

- 15 calendar days of paid paternity leave per childbirth/adoption event.
- Leave can be availed in one or two instalments (e.g., 7 days + 8 days), subject to approval.

- **Leave Availment Window**

- Leave may be taken:
 - Up to 10 days prior to the expected delivery date, or
 - Anytime within 60 days from the date of birth or legal adoption.

- **Salary and Benefits**

- The full 15 days are paid leave.
- All employment benefits continue during the leave period.

LEAD COLLEGE (Autonomous)

Approved by AICTE, Affiliated University of Calicut

- **Application Process**

- Employees must submit the application to the HR / Admin at least 7 days in advance.
- The application should include:
 - Expected delivery date or adoption date
 - Supporting documents (e.g., hospital confirmation, birth certificate, or adoption papers)

- **Conditions**


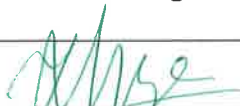
- Leave is non-cumulative and non-encashable.
- Can be used only once per childbirth or adoption event.
- If not availed within the stipulated time (10 days before to 60 days after birth), it will lapse.

- **Extension of Leave**

- Any additional leave must be taken from earned leave or applied as unpaid leave, subject to prior approval.

- **Misuse & Disciplinary Action**

- Misrepresentation or misuse of this policy may lead to disciplinary action as per institutional rules.

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

