

AAM FOUNDATION
MATERNITY BENEFITS POLICY

1. Objective

The purpose of this policy is to ensure compliance with the Maternity Benefit Act, 1961 (as amended in 2017) and to provide guidance on maternity entitlements to female employees during pregnancy, childbirth, etc.

The policy aims to support women employees by safeguarding their employment during maternity and ensuring adequate leave and benefits for their health and the well-being of their child.

2. Scope

This policy applies to all female employees of AAM Foundation who have completed at least 80 days of continuous service in the 12 months immediately preceding the expected date of delivery.

3. Eligibility

All female employees who satisfy the service requirement as per the above scope are eligible for maternity benefits under this policy.

Female employees already serving notice period prior to intimation of pregnancy are not eligible to claim maternity benefits.

4. Duration of Maternity Leave

Eligible employees shall be entitled to maternity leaves as under:-

1. For delivery of a child:

- 26 weeks (6 months) of paid maternity leave for up to **first two surviving children**.
- Up to **8 weeks** may be taken **before the expected delivery date**, and the remaining leaves after childbirth.

2. For miscarriage of pregnancy:

- 6 weeks of paid leave immediately following the day of miscarriage.

3. For adoption of child below 3 months of age

- 12 weeks of paid maternity leave immediately following the date of adoption

5. Payment During Maternity Leave

Eligible employees will be paid maternity encashment benefit at the rate of their last paid monthly salary during maternity leave period. Deductions related to Employees' State Insurance (ESI), Employees' Provident Fund (EPF), Tax deducted at source (TDS), etc., if applicable, shall be made before making the payment of salary.

Eligible employees covered under Employees' State Insurance Corporation (ESIC) shall be paid maternity encashment benefits by ESIC only as per applicable terms. (Refer Annexure A).

6. Return of assets

Eligible employees shall mandatorily return all assets in their possession including laptops, dongles, etc. to their managers before going on maternity leave.

In the event of default to return assets without prior approval from Regional Manager, maternity benefits can be withheld.

7. Notice Requirements

The eligible employee shall give written notice to her immediate or next reporting manager, keeping HR in CC, at least 8 weeks prior to the expected date of delivery, indicating the period for which she intends to take maternity leave.

The notice must be accompanied by a medical certificate/prescription from a registered medical practitioner/ESIC hospital (if applicable) and related medical reports including ultrasound report confirming the pregnancy and expected date of delivery.

The employee may modify the leave commencement date later, with due intimation.

The immediate/next reporting manager shall discuss the matter with the eligible employee and further mark the email to HR team with additional comments (if any) for advice.

Post-delivery, additional documents like newborn child's birth certificate or discharge summary is required to be submitted to HR (suman.lata@feaindia.org).

8. Leave Accrual During Maternity Leave:

Casual leave (CL) and privilege leave (PL) shall not accrue during the maternity leave period.

9. Forfeiture of Maternity Benefits

Employee will forfeit her claim to maternity benefits for any period during her authorized absence if she works in any establishment during that time.

The unauthorized absence from work (if any) may result in denial of maternity benefits.

10. Resumption of duties

Once the employee on maternity leave returns to work, the organization shall make the best effort to either place them in the same role and location as before the leave. In case the same role and location is no more available due to any reason, an open position at another location that closely matches their skills and competency profile shall be offered to them. Every effort shall be made to ensure the return-to-work process is smooth and streamlined.

Employees may be required to undergo mandatory training upon resumption of duties to familiarize themselves with any revisions to curriculum, processes, policies, or other relevant updates.

11. Policy Review

This policy may be reviewed periodically by the Management to ensure continued legal compliance and honouring life, health and motherhood.