

AAM FOUNDATION

Paternity Leave Policy

1. Objective

The purpose of this policy is to provide guidance on paternity leave entitlements to male employees of AAM Foundation (AAMF) during childbirth or adoption.

The policy aims to support male employees by enabling them to care for their spouse and newborn/adopted child while safeguarding their employment during this period.

2. Scope

This policy applies to all male employees of AAM Foundation who have completed at least 12 months of continuous service with AAMF immediately preceding the expected date of delivery or adoption.

3. Eligibility

- All male employees who satisfy the above service requirements are eligible for paternity leave under this policy for their **first two surviving children**.
- Employees already serving notice period prior to intimation of pregnancy/adoption are not eligible to claim paternity benefits.

4. Duration of Paternity Leave

Eligible employees shall be entitled to paternity leave as under:

1. For childbirth

- 14 working days (i.e. excluding Sundays, holidays) of paid paternity leave.
- Leave may be taken from the actual date of delivery or within 4 days thereafter. Employees must promptly notify the manager when the delivery takes place so that alternative arrangements for work can be planned.

2. For adoption of a child below 3 months of age

- 14 working days (i.e. excluding Sundays, holidays) of paid paternity leave immediately following the date of adoption.

5. Payment During Paternity Leave

- Eligible employees will be paid salary (last paid monthly salary) during the paternity leave period.
- Deductions related to ESI, EPF, TDS, etc., if applicable, shall be made before making the payment.

6. Notice Requirements

- The eligible employee must give **written notice at least 4 weeks prior** to the expected date of delivery/adoption, addressed to the immediate or next reporting manager and keeping HR in CC.
- The notice must be accompanied by:
 - A medical certificate confirming pregnancy and expected date of delivery, ultrasound report and consultation prescription or proof of adoption, as applicable.
 - Hospital registration no. (if specifically required by HR)
 - Copy of Aadhaar card of employee and spouse **bearing name of Husband.**
 - The organization may request supporting/additional documents, if needed to establish the relationship and authenticity of medical records. Failure to provide required verification may result in denial of paternity leave benefits.
- The employee may modify the leave commencement date later with proper intimation.
- The reporting manager shall review the above documents and forward the request to HR with relevant comments.

Post-delivery or adoption, documents such as the child's birth certificate, discharge summary, or adoption deed and details such as child birth order (first child or second child) must be submitted to HR (suman.lata@feaindia.org).

7. Leave Accrual During Paternity Leave

Casual Leave (CL) and Privilege Leave (PL) shall not accrue during the paternity leave period.

8. Declaration

All employees availing paternity leave are required to submit a signed declaration affirming that the leave will be used solely for supporting the new mother and child, caring for the newborn/adopted child, and fulfilling family responsibilities.

The employee must confirm that he will not misuse paternity leave for purposes such as vacations, employment elsewhere, or any activity not aligned with the intent of the leave.

A mandatory declaration form (Annexure A) must be submitted to HR at least one week prior to commencement of paternity leave.

9. Forfeiture of Paternity Benefits

- Failure to comply or submission of false declarations may lead to disciplinary action, including forfeiture of paternity benefits and other administrative actions as deemed appropriate by Management.
- Unauthorized absence during the period may result in denial of paternity benefits.

10. Resumption of Duties

On completion of paternity leaves, the employees shall resume their regular duties and report to their immediate managers.

11. Effective date

This policy is effective from 1st December, 2025.

11. Policy Review

This policy may be reviewed periodically by the Management to ensure continued legal compliance and support for employees during significant family life events.

Declaration by Employee for claiming Paternity leaves

I, _____ (**Employee Name & Code**), hereby declare that I am applying for Paternity Leave under the Paternity Leave Policy of AAM Foundation for the purpose of supporting my spouse and caring for my newborn/adopted child (strike whichever is inapplicable).

I affirm and agree to the following:

1. The medical documents submitted by me for the purpose of availing paternity leave belong to my lawful spouse, Name of Spouse: _____.
2. I will use the paternity leave solely for caregiving, supporting the mother, and attending to childcare activities.
3. I will not misuse the leave for any reason unrelated to childcare or family support, including but not limited to:
 - Vacations or recreational travel
 - Engaging in paid or unpaid employment elsewhere
 - Running a business or undertaking freelance assignments
 - Any other activity that defeats the purpose of paternity leave
4. I will remain available to my employer for any urgent communication, if required, during the leave period.
5. I understand that misuse or misrepresentation may result in:
 - Forfeiture of paternity leave and benefits
 - Disciplinary action as per organizational policies
6. I further agree to submit the child's birth certificate, discharge summary or adoption deed (if applicable) after delivery for final verification of leave.
7. I confirm that all information and documents submitted by me in relation to the paternity leave request are true and correct to the best of my knowledge.

Employee Signature: _____

Date: _____