



## MATERNITY LEAVE POLICY

### 1. Objective

The objective of this policy is to provide clear guidelines regarding maternity leave entitlements and procedures for female faculty members at SGIT College, ensuring they receive appropriate support and benefits during pregnancy, childbirth, and early motherhood.

### 2. Scope

This policy applies to all female faculty members at SGIT College, full-time employees who meet the specified eligibility criteria.

### 3. Eligibility

- Faculty members must have been employed at SGIT College for a minimum of 12 months prior to the commencement of maternity leave.
- The policy covers all female faculty members regardless of their employment status (full-time).

### 4. Maternity Leave Entitlement

- **Paid Maternity Leave:** Eligible female faculty members are entitled to 12 weeks (3 months) of paid maternity leave.
- **Extended Leave:** Faculty members may request an additional 16 weeks (4 months) of unpaid leave, subject to approval from the college administration.

### 5. Application Process

- **Notification:** Faculty members must inform their department head and the HR Department in writing at least 8 weeks before the expected date of delivery.
- **Documentation:** A medical certificate confirming the pregnancy and expected date of delivery must be submitted to the HR Department.
- **Leave Plan:** A detailed leave plan, including the proposed start and end dates of the maternity leave, must be provided.

### 6. Payment during Maternity Leave

- **Full Pay:** Faculty members will receive their full salary during the first 26 weeks of paid maternity leave.
- **Benefits:** All employment benefits, such as health insurance, pension contributions, and accrual of seniority, will continue during the paid maternity leave period.

## **7. Job Protection and Return to Work**

- **Job Security:** Faculty members are guaranteed the right to return to the same or an equivalent position after their maternity leave.
- **Flexible Working Arrangements:** Upon returning, faculty members may request flexible work arrangements, such as adjusted hours or part-time work, which will be considered based on departmental needs and college approval.

## **8. Health and Safety**

- SGIT is committed to providing a safe working environment for pregnant faculty members, including conducting risk assessments and making necessary accommodations to ensure their health and safety.

## **9. Breastfeeding and Nursing Breaks**

- **Facilities:** The college will provide suitable facilities for breastfeeding or expressing milk in a private and comfortable setting.
- **Breaks:** Faculty members are entitled to reasonable breaks for breastfeeding or expressing milk during work hours.

## **10. Confidentiality**

- All information related to a faculty member's pregnancy and maternity leave will be treated with the utmost confidentiality and only shared with relevant personnel on a need-to-know basis.

## **11. Non-Discrimination and Anti-Harassment**

- SGIT maintains a zero-tolerance policy towards any form of discrimination or harassment against faculty members who are pregnant or on maternity leave. Any such incidents will be addressed promptly and thoroughly.

## **12. Compliance with Acts and Regulations**

- This policy complies with national laws and regulations regarding maternity leave, including the Right to payment of maternity benefit
- SGIT commits to adhering to any updates or changes in legislation concerning maternity leave.

## **13. Review and Amendment**

- The maternity leave policy will be reviewed annually and may be amended as necessary to ensure compliance with legal requirements and to address the changing needs of the faculty and the institution.

**PRINCIPAL**