Sri Krishna College of Engineering and Technology

(An Autonomous Institution, Affiliated to Anna University, Chennai)
Kuniamuthur, Coimbatore - 641 008.

Policy Document

MATERNITY POLICY

The purpose of this leave is to support female members during and after pregnancy to take care of the new born. This leave is applicable in accordance to the provisions of the Maternity Benefit (Amendment) Act, 2017.

Eligibility: All female members who have worked at least 80 days during 12 months immediately preceding the date of their expected delivery.

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.

Application Process Notification: Faculty members must inform their department head and the Principal 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 Principal office.

Leave Plan: A detailed leave plan, including the proposed start and end dates of the maternity leave, must be provided. The leave request has to be supported by a medical certificate from a registered medical practitioner, submitted prior to or on resuming duty. 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 departmentalneeds and college approval.

Health and Safety: SKCET is committed to providing a safe working environment for pregnant faculty members, including conducting risk assessments and making necessaryaccommodations to ensure their health and

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Note:
This Policy document is approved in the 14th Governing Body meeting held on 12.12.2023.