Sri Krishna College of Engineering and Technology

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

Policy Document

Paternity Policy

The Paternity Policy is to provide male employees of the Engineering College with adequate time to support their partner and care for their newborn child during the critical period after birth or adoption. This leave ensures that faculty, staff, and researchers can balance work responsibilities with family needs without compromising their professional obligations.

Eligibility

- Every male permanent staff member of the Institution includes technical, administrative, and faculty personnel.
- Employees who, at the time of the child's birth or adoption, had completed at least a year of continuous employment.
- Employees who are expecting a kid under the age of twelve through adoption, surrogacy, or biological birth.

Leave Entitlement

- Paternity Leave Duration: Eligible employees are entitled to 10 calendar days of paid paternity leave.
- Leave Period: The leave must be availed within 6 months from the date of the child's birth or adoption.
- Leave Application: Employees should submit a formal leave request at least 4 weeks in advance to allow adequate time for scheduling and coverage. In case of an emergency or unexpected birth, leave can be requested immediately, and the leave period will be processed accordingly.

Conditions of Leave

- Depending on the employee's preferences and operational needs, all male permanent employees may take their paternity leave in one continuous term or in separate parts.

- Unless the employee and the department head agree otherwise, the leave should be taken within the first six months after the child's birth or adoption.
- Only the child's father is eligible to use paternity leave, which is non-transferable.

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Note:

This Policy is approved in the 14th Governing Body Meeting held on 12.12.2023