

Date : 22-12-2021

MATERNITY LEAVE POLICY

A **Maternity Leave Policy** in Srinivasa Institute of Management Studies (SIMS) college functions similarly to policies in other workplaces but is specifically designed to meet the unique needs of academic institutions. The policy is aligned with the **Maternity Benefit Act, 1961**, and its amendments in 2017. It ensures that women faculty, staff, and students (in some cases) are supported during their maternity period with leave and benefits, without compromising their academic and professional responsibilities.

1. Eligibility

- **Female Employees:** This includes both teaching (faculty) and non-teaching staff (administrative, support) who have worked for the institution for at least **80 days** in the preceding 12 months before the expected date of delivery.
- **Temporary or Contractual Employees:** Depending on the institution's policy, some colleges may extend maternity leave benefits to contractual or temporary employees, though this is not always mandatory by law.

Maternity Leave Policy for Faculty and Staff

1. Eligibility

- **Female Employees:** This includes both teaching (faculty) and non-teaching staff (administrative, support) who have worked for the institution for at least **80 days** in the preceding 12 months before the expected date of delivery.
- **Temporary or Contractual Employees:** Depending on the institution's policy, some colleges may extend maternity leave benefits to contractual or temporary employees, though this is not always mandatory by law.

2. Benefits and Salary During Leave

- **Full Pay:** The employee will receive full pay during maternity leave, which includes her basic salary and any allowances. This pay is based on the average salary over the last three months.
- **Health Benefits:** Some colleges may offer additional health benefits or reimburse medical expenses related to childbirth, depending on the institution's policy.
- **Medical Bonus:** If the college does not provide free medical care to the employee, she is entitled to a medical bonus as per the law.

3. Protection of Employment

- **Job Security:** Faculty or staff on maternity leave are guaranteed their job upon return, ensuring no loss of position or demotion due to the leave. Maternity leave should not be grounds for dismissal or exclusion from promotions.

- **Safe Role Transfer:** If the nature of the employee's duties could harm her health during pregnancy, the institution may transfer her to a safer role temporarily, without any reduction in pay.

A well-structured **Maternity Leave Policy** in Srinivasa Institute of Management Studies (SIMS) college ensures that female faculty, staff, and in some cases, students are supported during their maternity period. It promotes a healthy work-life balance, ensures job security, and helps retain talented staff and students. By offering paid leave, flexible work options, and necessary health benefits, institutions demonstrate their commitment to creating an inclusive and supportive academic environment.

**PRINICIPAL**

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**SECRETARY**