



Policy on Benefits under Maternity Benefit Act, 1961

Version Number: 1.0

DOCUMENT CONTROL

Document Title	Policy on Benefits under Maternity Benefit Act, 1961
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Effective Date:	1 st October 2024
Document Expiry Date:	NA
Document Applicability:	The Policy shall be applicable to all employees of GreenLine and its subsidiary companies, including Advisors, Trainees & Consultants
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1. Objective

To outline the provisions and guidelines for availing benefits under the Maternity Benefit Act, 1961, for female employees.

2. Definitions

- **Maternity Benefit Act, 1961:** A legislative act in India that regulates the employment of women in certain establishments for certain periods before and after childbirth and provides for maternity and other benefits.
- **Maternity Leave:** The period of approved absence for a female employee granted for childbirth and care of the new born.
- **Registered Gynaecologist/Obstetrician:** A medical doctor specialized in female reproductive health, pregnancy, and childbirth, registered with the relevant medical authority.
- **ESI Act, 1948:** The Employees' State Insurance Act, 1948, provides for health insurance and social security for employees in India.
- **Miscarriage:** The spontaneous loss of a pregnancy before the fetus can survive outside the uterus.
- **Medical Termination of Pregnancy:** The termination of a pregnancy by medical means.
- **Tubectomy Operation:** A surgical procedure for female sterilization in which a woman's fallopian tubes are clamped or sealed to prevent eggs from reaching the uterus for implantation.
- **Functional/Business Head:** The senior-most executive responsible for a specific business unit or function within the organization.
- **Business HR Head:** The senior-most HR executive responsible for HR activities in a specific business unit or function within the organization.
- **Trainee:** An employee undergoing a period of training within the organization, often as part of their initial employment or for skill development.

3. Eligibility

All female employees are eligible for benefits as defined in the Maternity Benefit Act, 1961.

4. Maternity Leave

4.1. Duration:

Female employees are entitled to Maternity Leave up to a maximum of 26 weeks:

- 8 weeks up to and including the day of delivery and 18 weeks immediately following the day of delivery.
- OR 26 weeks including and immediately following the day of delivery.

Female employees with two or more surviving children will be entitled to a maximum of 12 weeks of paid maternity leave.

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5. Application Process:

Employees must apply for Maternity Leave at least ten weeks before the expected date of delivery.

The application must include a certificate from a Registered Gynaecologist/Obstetrician stating the expected date of delivery.

6. Approval:

Maternity Leave can be sanctioned only by the concerned Functional/Business Head in consultation with the CHRO.

7. Special Provisions

- **ESI Act:** This benefit will not be applicable in cases where the provisions of the ESI Act become applicable to the Company. In such an event, the benefit will be given as per the provisions of the ESI Act 1948.
- **Trainees:** Trainees can claim Maternity Leave, in which case their training period will be extended by the same period.
- **Public Holidays and Weekly Offs:** Any Public Holidays, Weekly offs, Saturday offs (wherever applicable) falling within the period of approved Maternity Leave will also be considered as Maternity Leave.
- **Miscarriage or Medical Termination:** In case of a miscarriage or medical termination of pregnancy, a female employee shall, on production of such proof as may be prescribed, be entitled to leave with average daily wages for a period of six weeks immediately following the day of her miscarriage.
- **Tubectomy Operation:** In case a female employee undergoes a tubectomy operation, with prior permission, she can avail leave with wages at the rate of maternity benefit for up to 2 weeks immediately following her operation.
- **Employment Restrictions:** The female employee shall not take up any employment during the period of Maternity Leave.
- **Notice Period:** In the event of separation from employment, the sanction of Maternity Leave to the employee during her notice period is at the discretion of the Management.

8. Maternity Cover under Health Insurance Policy

Maternity Cover: `50,000 for Normal & C-section (Maximum of first two children); without any waiting period. Both pre and post natal expenses will be covered only in case an associate has been admitted in the Hospital/Nursing Home and treatment is taken there. Special conditions applicable under Maternity Expenses Benefits are as below:

- These benefits are admissible only if the expenses are incurred in Hospital/Nursing Home as in-patients in India.
- Expenses incurred in connection with voluntary medical termination of pregnancy during the first 12 weeks from the date of conception are not covered.

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- New Born baby expenses relating to maternity are covered under the policy from the time of birth till 90 days over and above the maternity benefit & within the family floater sum insured. (Subject to intimation)

9. Provision for Creche Facility

In anticipation of future legal requirements, the Company commits to establishing a creche facility for the children of employees when mandated by law. This commitment underscores our dedication to supporting working mothers and maintaining a family friendly environment.

10. Contact

For any questions or further assistance regarding benefits under the Maternity Benefit Act, 1961, employees should contact the HR Department through hr@greenline.in.