AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Revision History Maternity Policy

Date	Policy Status
15 Jan 2017	Policy Created
09 Feb 2019	Minor Revisions
02 March 2021	Minor Revisions
16 June 2022	Minor Revisions
15 June 2023	Minor Revisions
05 January 2025	Minor Revisions

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Maternity Policy

Date: 15 Jan 2017

SECTION 1: BACKGROUND AND PURPOSE

Amity University Maharashtra is abiding to provide maternity leave and benefits to the woman employees as of the Leave Regulations for the Regular Employees of the Amity University Maharashtra, in section 4, subsection 4.5 about Maternity Leave.

SECTION 2: SCOPE

The policy applies to all the employees of Amity University Maharashtra.

SECTION 3: POLICY STATEMENT

As per the Leave Regulations for Regular Employees of the Amity University Maharashtra, in section 4, subsection 4.5 about Maternity Leave:

12. MATERNITY LEAVE

(12.1) confirmed female employees would be eligible for grant of Maternity leave.

(12.2) Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days from the date of its commencement, on the production of a requisite medical certificate. Such leave would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.

(12.3) Maternity benefit is not entitled to a female employee unless she has actually worked for a period of not less than 80 (eighty) days in the immediately preceding twelve months period.

(12.4) The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.

(12.5) Maternity Leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in this respect to a female employee in her career will not be more than 45 days. And the application for leave is supported by a medical certificate.

(12.6) Maternity Leave may be combined with any other kind of leave except CL if the request is supported by a medical certificate.

(12.7) During the period of such leave, the leave salary will be equal to the salary drawn immediately before proceeding on maternity leave.

(12.8) The eligible female employee shall apply on the prescribed form (Annexure-IV) for grant of maternity leave enclosing therewith the requisite medical certificate; and also give an undertaking that she will not work in any establishment during the period in whichshe receives maternity benefits. In case the female employee works in any establishment after she has been granted Maternity Leave for any period, she shall forfeit her claim to the maternity benefit.

(12.9) If the employee is entitled to benefits under the ESI Act, the leave salary will be reduced by the amount payable under the ESI Act.

SECTION 4: PROCEDURE

The employee should submit the medical documents and doctor's certificate along with the application to the Head of the Institute or Head of the Department. The HOI or HOD will recommend the application and forward it to the HR Department for necessary formal procedures to get approval from the Hon. Vice-Chancellor. The employee has to complete the necessary HR procedures at the time of re-joining after the maternity leave.

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Annexure -IV

AMITY UNIVERSITY .....

APPLICATION FOR MATERNITY LEAVE

Name :..... Department/Institution.....

Designation: ..... DoJ .....

No. of Surviving Children .....

Expected Date of Delivery [EDD] ..... *Medical Certificate enclosed*

Maternity Leave applied for: From ..... **To** .....

(Not more than 45 days before EDD)

Other Type of leave applied for (in combination with Maternity Leave):

- **Earned Leave** ... From..... To.....(No.of days.....)
- **Sick Leave** ... From..... To.....(No.of days.....)
- **Leave Without Pay** ... From..... To .....(No. of days.....)

Arrangement during absence (*if necessary*): .....

.....

Contact No. & Address during leave.....

.....

I undertake that I will not work in any establishment during the maternity leave period or any extension thereof. If I work in any establishment, I will forfeit my claim to the entire maternity leave period.

Date:_____ Signature of Applicant

For Office Use

Leave due as on _____*(date)* **Earned Leave** .....days; **Sick Leave** .....days

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Leave Recommended for Sanction

Maternity leave ... **From** .....**To**.....(.....days)

Earned Leave ... From..... To..... Balance .....days

Sick Leave ... From..... To..... Balance .....days

Leave without Pay .. From ..... To.....(.....days)

Signature of HoD

Leave Sanctioned / Not Sanctioned

Sanctioning Authority

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Maternity Policies

Review Date: 9 Feb 2019

In continuation with the existing Maternity Policy, the existing policies will be continued, and no change suggested.

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Maternity Policies

Policy Review Date: 2th March 2021

In continuation with the Maternity Policy is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewedthe Maternity Policy on 2nd March 2021, and decided to keep the policy without any change.

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Maternity Policies

Policy Review Date: 16 June 2022

In continuation with the Maternity Policy is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewedthe Maternity Policy on 2nd March 2021, and decided to keep the policy without any change.

*The University Committee as reviewed the Maternity Policy on 16 June 2022, and decided to keep the policy without any change.

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Maternity Policies

Policy Review Date: 15 June 2023

In continuation with the Maternity Policy is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewedthe Maternity Policy on 2nd March 2021, and decided to keep the policy without any change. The University Committee as reviewed the Maternity Policy on 16 June 2022, and decided to keep the policy without any change.

The University Committee as reviewed the Maternity Policy on 15 June 2023, and decided to keep the policy without any change.

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Maternity Policies

Policy Review Date: 05 January 2025

The University Committee as reviewed the Maternity Policy on 05 January 2025, and decided to keep the policy without any change.

The statements are added as :

“In addition, the women candidates may be provided maternity leave/childcare leave once in the entire duration of Ph.D. for up to 240 days”. [Reference PhD Regulation Document of Amity University Mumbai”].

“Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days from the date of its commencement. In addition to this, as per Clause 12.6, the Maternity Leave of 90 days may be combined with any other kind of leave except CL if the request is supported by a medical certificate.”