

Quantum University, Roorkee



MATERNITY LEAVE POLICY


Registrar
Quantum University

MATERNITY LEAVE POLICY AT QUANTUM UNIVERSITY, ROORKEE

Female employees at Quantum University, Roorkee, are eligible for maternity leave benefits. Maternity leave on full pay is granted for a period not exceeding 90 (ninety) days from the commencement date, upon submission of the required medical certificate. This leave is allowed on not more than two occasions throughout the employee's service, provided the number of surviving children does not exceed two.

Maternity benefits are applicable to a female employee only if she has worked for a minimum of 80 (eighty) days in the immediately preceding twelve months. The absence from work should not commence earlier than 45 days from the expected delivery date.

Maternity leave is also permissible in the case of a miscarriage or abortion, with a maximum of 45 days of leave granted in an employee's career. An application for such leave must be supported by a medical certificate.

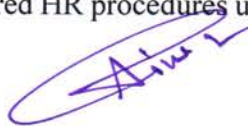
Maternity leave may be combined with other types of leave, excluding CL (Casual Leave), provided the request is accompanied by a medical certificate. During this leave period, the leave salary will be equivalent to the salary received immediately before commencing maternity leave.

To apply for maternity leave, eligible female employees must use the prescribed form (Annexure IV) and enclose the necessary medical certificate. An undertaking stating that the employee will not work in any establishment during the maternity leave period must also be submitted. Failure to comply with this condition will result in forfeiting the claim to maternity benefits.

If the employee is entitled to benefits under the ESI (Employee State Insurance) Act, the leave salary will be adjusted by the amount payable under the ESI Act.

Procedure:

The employee should submit medical documents and a doctor's certificate 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 obtain approval from the Hon. Vice Chancellor. The employee must complete the required HR procedures upon rejoining after the maternity leave period.



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Application for Maternity Leave

Name:

Department:

Designation:

Employment ID:

Email ID:

Age:

Contact No and Address:

Expected Date of Delivery.....(Medical Certificate to be attached)

Maternity Leave Applied for: From..... To.....

Expected Date of Rejoining:.....

I will collaborate with colleagues to ensure a smooth handover of my responsibilities during my absence, and I have included a plan for managing my duties. I acknowledge the option to combine maternity leave with other types of leave, and I am ready to follow required procedures. I affirm my commitment to refrain from engaging in any work during the maternity leave period in adherence to the university's policy.

Date :.....

Signature

For Office Use

Leave due as on:.....Days Earned Leave:..... Days Sick Leave: :..... Days

Maternity Leave: :.....Days \

Leave Sanctioned / Not Sanctioned

Sanctioning Authority:


Registrar