



## **Maternity and Paternity Policy of JSS Academy of Higher Education & Research**

### **Preamble:**

JSS Academy of Higher Education & Research (JSS AHER) recognizes the importance of supporting employees during significant life events such as childbirth and parenthood. The Maternity and Paternity Policy outlines the guidelines and provisions to ensure a supportive and inclusive work environment for expectant mothers and fathers.

### **Policy Statement:**

JSS AHER is committed to promoting work-life balance and ensuring the well-being of employees during maternity and paternity leave. This policy aims to provide adequate leave and support to employees during the crucial stages of becoming parents.

### **Maternity Leave:**

- a. Eligibility: All female employees of JSS AHER are eligible for maternity leave, including full-time, part-time, and contractual employees.
- b. Duration: Maternity leave will be granted for a maximum period as per applicable laws and regulations. The employee can begin maternity leave before or after childbirth, as per her choice.
- c. Application: Employees must submit a written application for maternity leave, providing the expected date of childbirth and the preferred duration of leave.
- d. Benefits: During maternity leave, employees will receive full pay and benefits as per the university's policy and applicable laws.

e. Flexible Work Arrangements: JSS AHER will consider providing flexible work arrangements, such as work-from-home options or adjusted working hours, to support the employee's transition back to work after maternity leave.

**Paternity Leave:**

a. Eligibility: All male employees of JSS AHER are eligible for paternity leave, including full-time, part-time, and contractual employees.

b. Duration: Paternity leave will be granted for a defined period as per applicable laws and regulations, allowing fathers to be actively involved in their child's early care.

c. Application: Employees must submit a written application for paternity leave, providing the expected date of childbirth and the preferred duration of leave.

d. Benefits: During paternity leave, employees will receive full pay and benefits as per the university's policy and applicable laws.

e. Flexible Work Arrangements: JSS AHER will consider providing flexible work arrangements to fathers returning from paternity leave, ensuring a smooth transition back to work.

**Parental Support :**

a. Counseling and Guidance: JSS AHER may provide counseling and guidance services to expectant parents to help them navigate their journey into parenthood.

b. Lactation Support: JSS AHER will offer appropriate facilities and support for lactating mothers, including designated spaces for breastfeeding, or expressing milk.

**Job Security and Anti-Discrimination:**

a. Job Security: Maternity and paternity leave will not affect an employee's job security or promotional opportunities.

b. Anti-Discrimination: JSS AHER strictly prohibits discrimination against employees based on their decision to take maternity or paternity leave.

**Review and Amendments:**

The Maternity and Paternity Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Feedback from employees and stakeholders will be sought to identify areas for improvement.

JSS AHER is committed to fostering a family-friendly work environment that supports the well-being and work-life balance of employees during the significant phase of becoming parents. This policy ensures that employees receive the necessary support and benefits during maternity and paternity leave, contributing to a positive and inclusive workplace.

Date of Implementation: 01.01.2016

Date of Last Review: 01.01.2023

Date for Next Review:01.01.2026



  
**REGISTRAR**

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JSS Academy of Higher Education & Research  
Sri Shivarathreeswara Nagara  
Mysuru-570015, Karnataka, India