



## MATERNITY LEAVE

1. All confirmed employees are eligible for maternity leave on full pay for a period not exceeding 12 weeks totally viz. with a minimum period of two weeks or maximum period of six weeks immediately preceding the delivery and including the day of delivery and a further period of six weeks or maximum period of ten weeks immediately following delivery.
2. Maternity leave with pay is permissible only for those who have completed one year of continuous service in SAINTGITS with confirmation. Those who do not complete one year of continuous service have to avail Maternity Leave as Loss of pay Leave. This condition is applicable for all the staff members having break of service after confirmation.
3. Maternity leave will be granted only on prior written request by employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times.
4. Maternity leave can only be clubbed with privilege leave.