

## Parental Leave Policy

Effective from [dd/mm/yyyy]

### 1. Purpose

[Organization Name] is committed to fostering an inclusive and supportive work environment that recognizes the diverse parenting needs of employees. We recognize that parenthood and caregiving take many forms, and our Parental Leave Policy is designed to be gender-inclusive, respectful of non-traditional families, and aligned with legal requirements.

This Parental Leave Policy ensures that employees have the necessary time and support to care for their families, balancing their personal and professional responsibilities. It ensures that no employee is disadvantaged in career progression due to taking parental leave.

### 2. Scope

This policy applies to all full-time, part-time, and contractual employees of [Organization Name]. The policy covers various types of parental and caregiving leave, ensuring equitable support for employees regardless of gender, family structure, or caregiving responsibilities.

### 3. Maternity Leave

#### **3.1 Eligibility:**

- Female employees who have completed at least 80 days of service in the 12 months preceding the expected delivery date.
- Applicable for childbirth, miscarriage, or medical termination of pregnancy.

#### **3.2 Duration & Benefits:**

- 26 weeks of paid leave for the birth of up to two children.
- For the third child onwards, 12 weeks of paid leave.
- In case of miscarriage or medical termination of pregnancy, 6 weeks of paid leave.
- An additional unpaid leave of up to 4 weeks can be availed upon medical recommendation.
- Employees are entitled to work-from-home arrangements post-maternity leave, subject to the nature of work and managerial approval.

#### **3.3 Procedure:**

- Employees must notify HR at least 8 weeks before the expected due date, providing a medical certificate confirming the pregnancy.
- Leave extension requests must be submitted at least 2 weeks before the scheduled return date.

### 4. Paternity Leave

**4.1 Eligibility:**

- Male employees who are biological or adoptive fathers and have completed at least 6 months of service.

**4.2 Duration & Benefits:**

- 15 days of paid leave, to be availed within 6 months of childbirth.
- This leave is also applicable to non-birthing parents in same-sex partnerships.

**4.3 Procedure:**

- Employees must submit a leave request at least 6 weeks before the expected due date, except in unforeseen circumstances.

**5. Adoption Leave****5.1 Eligibility:**

- Employees (regardless of gender) who legally adopt a child below the age of 12 years.

**5.2 Duration & Benefits:**

- 16 weeks of paid leave for the primary caregiver.
- 4 weeks of paid leave for the non-primary caregiver.
- The primary caregiver is granted an additional four weeks of paid leave when adopting a child with special needs.

**5.3 Procedure:**

- Employees must notify HR 6 weeks in advance, providing a copy of the legal adoption documents.

**6. Surrogacy Leave****6.1 Eligibility:**

- Employees (regardless of gender) who are commissioning parents in a surrogacy arrangement.

**6.2 Duration & Benefits:**

- The primary caregiver is entitled to 16 weeks of paid leave.
- The non-primary caregiver is entitled to 4 weeks of paid leave.

**6.3 Procedure:**

- Employees must submit documentation confirming the surrogacy arrangement at least 6 weeks before the birth.

## 7. Foster Care Leave

### **7.1 Eligibility:**

- Employees fostering a child, for a minimum period of 6 months, under a government-recognized foster care system.

### **7.2 Duration & Benefits:**

- The primary caregivers can avail up to 4 weeks of paid leave, extendable up to 8 weeks (unpaid) if necessary for the child's transition.
- The non-primary caregivers can avail up to 2 weeks of paid leave, extendable up to 4 weeks (unpaid) if necessary for the child's transition.

### **7.3 Procedure:**

- Employees must provide legal foster care documentation and submit a leave request at least 4 weeks in advance.

## 8. Pet Parent Leave

### **8.1 Eligibility:**

- Employees who adopt a pet (dog, cat, or registered emotional support animal) from a recognised shelter or organisation.

### **8.2 Duration & Benefits:**

- Employees can request a minimum of 3 days and a maximum of 7 days leave for settling the pet at home, within six months of adopting the pet.

### **8.3 Procedure:**

- Employees must submit proof of adoption at least 2 weeks in advance, except in emergency rescues.

## 9. Bereavement Leave

### **9.1 Eligibility:**

- Employees experiencing the loss of an immediate family member, including parents, spouse, child, sibling, or pet.

### **9.2 Duration & Benefits:**

- Employees are entitled to 5 days of paid leave.
- Additional unpaid leave of up to 10 days can be requested.

### **9.3 Procedure:**

- Employees should inform their reporting manager and HR at the earliest possible time.

## **10. Caregiving Leave**

### **10.1 Eligibility:**

- Employees responsible for the care of a terminally ill or critically ill immediate family member (parent, spouse, child, sibling, or pet).

### **10.2 Duration & Benefits:**

- Up to 15 days of paid leave per calendar year.
- Additional unpaid leave may be granted based on managerial discretion.

### **10.3 Procedure:**

- A formal leave request must be submitted along with a doctor's certificate detailing the medical condition.

## **11. General Provisions**

### **11.1 Combining Leave Types**

- Employees may combine multiple leave types (e.g., maternity leave followed by caregiving leave) based on eligibility.

### **11.2 Leave Extension & Return to Work**

- Employees seeking an extension must notify HR at least 2 weeks before the scheduled return date.
- Flexible work arrangements (remote work, reduced hours) may be considered based on the employee's needs and role requirements.

### **11.3 Impact on Salary & Benefits**

- All kinds of parental leaves are non-enchashable.
- Parental leave does not affect salary increments, performance bonuses, or promotions.
- Employees on extended unpaid leave beyond the stipulated periods may need to make personal contributions to provident funds and insurance.

### **11.4 Confidentiality & Non-Discrimination**

- Employees availing parental leave will not face any discrimination in performance evaluations, career progression, or workload distribution.
- All medical and personal information shared under this policy will be kept confidential.

## 12. Policy Governance & Compliance

- This policy is in compliance with the Maternity Benefit Act, 1961, The Paternity Benefit Bill (proposed), and other applicable labor laws in India.
- The policy will be reviewed annually to ensure alignment with legal and organizational changes.

## 13. Contact & Queries

For further clarification or to initiate a leave request, employees can reach out to:

- HR Department: [HR Contact Details]
- Reporting Manager: [Manager Contact Details]

This policy reflects [Organization Name]'s commitment to supporting employees in their parenting and caregiving journeys while ensuring a productive and compassionate workplace.

### About Arthan

Arthan is a social enterprise dedicated to strengthening the social impact sector in Asia through capacity building and consulting support in human capital, organizational development, and thought leadership. Since its inception in 2016, we have worked with 1,000+ social impact organizations, engaged with 200,000+ job seekers, and curated 50+ forums with 600+ speakers and 7,000+ attendees. Organizations collaborated with include the Rockefeller Foundation, MacArthur Foundation, BMGF, and many more. For more info, contact us at [info@arthancareers.com](mailto:info@arthancareers.com).