



# SRI RAMACHANDRA

INSTITUTE OF HIGHER EDUCATION & RESEARCH  
Deemed to be University

Policy No: 31  
Last reviewed: 20.10.2023  
Issue: 3  
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## Paternity Leave Policy : Version : 1

### PATERNITY LEAVE

#### Introduction

- This leave is only for married male, during the wife's Maternity Period.

#### Number of leave days

- Paid Paternity leave is for a maximum period of 5 days twice in a service.

#### Eligibility

- All married male employees who have completed after confirmation is eligible.

#### Process

- The applicant should inform about his wife's pregnancy to the HR in writing minimum one month in advance before proceeding on leave. The application should be supported by a medical certificate confirming wife's pregnancy and expected date of child birth.
- The weekly offs and holidays falling in this leave period will be part of the leave availed.
- This leave can be availed within a month from the date of delivery.

#### Accumulation

- This leave cannot be accumulated.

#### Encashment

This leave is not encash able.

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