

MATERNITY AND PATERNITY POLICIES.



Leave Policy

1.6 Maternity Leave

Female employees may avail ninety (90) calendar days of paid (basic pay) maternity leave. Leaves over & above 90 calendar days will be considered as leave without pay and may be granted by the relevant authority. Maternity leave shall only be available twice during the entire length of service. Female faculty members who are to take their maternity leaves during the semester shall be required to go on leave without pay for the remaining semester over and above the 90 calendar day period.