

DPU

Dr. D. Y. PATIL VIDYAPEETH, PIMPRI, PUNE

(Deemed to be University)

(Accredited (3rd Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)

(Declared as Category - I University by UGC Under Graded Autonomy Regulations, 2018)

(An ISO 9001:2015, ISO 14001:2015 Certified University)

Maternity & Paternity Leave Policy



(Amended in March 2024)



Dr. Narendra M. Kadu
Registrar

Ref. No. : DPU/241057/V-24
Date : 04/04/2024

NOTIFICATION

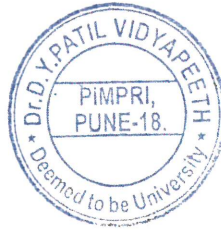
In pursuance of the resolution passed by the **Academic Council** at its meeting held on **15th March, 2024** vide **Resolution No. AC-14 (v)-24** and by the **Executive Council** at its meeting held on **22nd March 2024** vide **Resolution No. EC-14(v) -24**.

It is hereby notified for the information of all concerned that Dr. D. Y. Patil Vidyapeeth, Pune has published "**Revised Maternity & Paternity Leave Policy (Amended in March, 2024)**" for the staff of the Vidyapeeth.

This Policy comprises of the following parts:

1. Objectives
2. Scope
3. Eligibility
4. Leave Sanctioning Authorities
5. Application Process
6. Benefits

The "**Revised Maternity & Paternity Leave Policy (Amended in March, 2024)**" will serve as a detailed guideline and will be useful to all concerned. This will come into force with immediate effect.



(Dr. Narendra M. Kadu)
Registrar

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P.S. to Vice Chancellor for the Kind information of Hon'ble Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
3. P.S. to Pro Vice Chancellor for the Kind information of Hon'ble Pro Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
4. Director (IQAC), Dr. D.Y. Patil Vidyapeeth, Pune.
5. Director (Administration: Quality Assurance, Faculty Development & Research), Dr. D. Y. Patil Vidyapeeth, Pune
6. Director (Research), Dr. D.Y. Patil Vidyapeeth, Pune.
7. Controller of Examinations, Dr. D.Y. Patil Vidyapeeth, Pune.
8. Finance Officer, Dr. D.Y. Patil Vidyapeeth, Pune.
9. All the Heads of the Colleges / Institutes of DPU
10. Webmaster for uploading on DPU website.

Encl: As above

Maternity and Paternity Leave Policy

WHEREAS Dr. D. Y. Patil Vidyapeeth, Pune popularly known as "DPU", managed by **Dr. D. Y. Patil Vidyapeeth Society, Pune**, was declared as "Deemed-to-be-University", under **Section 3 of UGC Act 1956** in 2003. To start with, there was one constituent college i.e. Dr. D. Y. Patil Medical College, Hospital and Research Centre, Pune. Later on a few more constituent colleges were established and / or brought under the ambit of the DPU.

AND WHEREAS today the Vidyapeeth has 14 constituent institutions under its umbrella. All the institutions have the approval / recognition of the relevant statutory bodies to offer UG, PG Degree Super-specialty and Ph.D. programmes in relevant and emerging disciplines, specializations and super specializations.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2019 sub clause 10.7 and sub-sub Clause No. 10.07.1 and 10.07.2 of the Regulations and also provisions of the Bye-Laws of Dr. D. Y. Patil Vidyapeeth Pune, Bye Law No 1.1.4 clause No. xiii provides that the Board of Management shall be the principal organ of management and the apex executive body of the institution deemed to be university, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of Institution Deemed to be University.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2023 in Clause Nos. 17 B (a) and also as per the provisions of the Byelaws of Dr. D. Y. Patil Vidyapeeth Pune, Bye Law No.1.2.4 which contains the powers of Academic Council to make recommendations to the Executive Council for matters of academic interest.

AND WHEREAS, to prescribe the necessary activities to be carried out across Dr. D.Y. Patil Vidyapeeth and its Constituent Colleges/Institutions, it is imperative to establish a robust Maternity and Paternity Leave Policy. This policy will not only outline the procedures for granting, managing, and monitoring maternity and paternity leave but will also ensure that employee welfare and organizational efficiency are optimized.

INTRODUCTION:

Dr. D. Y. Patil Vidyapeeth, Pimpri, Pune, is committed to fostering a supportive and inclusive work environment. Recognizing the importance of both maternity and paternity as critical phases in an employee's life, the Vidyapeeth aims to ensure the well-being of its female and male employees during these periods. This policy outlines the eligibility, duration, and procedures related to both maternity and paternity leave, supporting employees as they transition into parenthood while balancing their professional responsibilities.

OBJECTIVE:

The objective of the **Maternity and Paternity Leave Policy** is to:

- Provide female employees with sufficient leave for maternity, ensuring physical and emotional well-being during and after pregnancy, and extend similar support to male employees through paternity leave, enabling them to assist their partner and bond with their newborn.
- Protect the job security of employees on maternity and paternity leave and offer financial stability through continued salary disbursement.
- Ensure clarity and uniformity in the process of applying for and sanctioning both maternity and paternity leave across all departments and employee categories.
- Align the institution's policies with legal frameworks governing maternity and paternity rights in India to maintain compliance with the **Maternity Benefit Act, 1961**, and relevant provisions related to paternity leave.

SCOPE:

This policy applies to all permanent female employees of Dr. D. Y. Patil Vidyapeeth, Pimpri, Pune, including those in administrative roles, teaching staff, and non-teaching staff across the Vidyapeeth and its constituent colleges and institutes. Contractual or temporary staff may have separate terms based on individual contracts or government regulations.

MATERNITY LEAVE:

Eligibility:

- **Service Requirement:** Female employees are eligible for maternity leave after completing **one year of continuous service**.
- **Entitlement:** Maternity leave is granted for up to **two living children**. Entitlement is based on the number of living children and not the number of deliveries.
- **Example:** An employee who gives birth to twins in her first delivery will not be entitled to maternity leave for a second delivery. However, if the first delivery results in one living child, she remains eligible for maternity leave for a second delivery, even if it results in twins.

Duration of Maternity Leave:

- The period of maternity leave is **ninety (90) days**, which can be availed in one or more parts as per the employee's requirements. Maximum period will be granted as per applicable Law & regulations.
- Maternity leave can be availed either before or after childbirth, based on the employee's preference and medical advice.

Leave Sanctioning Authorities:

Different categories of employees will have their maternity leave sanctioned by the designated authorities:

- **Registrar and Other Officers of the Vidyapeeth**
Leave Sanctioning Authority: Vice-Chancellor
- **Deans/Directors/Principals of Constituent Colleges/Institutes**
Leave Sanctioning Authority: Vice-Chancellor
- **Employees in Groups B, C, and D of the Vidyapeeth**
Leave Sanctioning Authority: Registrar of the Vidyapeeth, based on the recommendation of the Head of the respective section
- **Teachers in Constituent Colleges/Institutes**
Leave Sanctioning Authority: Dean/Director/Principal of the College/Institute
- **Employees in Groups B, C, and D of Constituent Colleges/Institutes**
Leave Sanctioning Authority: Dean/Director/Principal, based on the recommendation of the Registrar of the College / Institute

Application Process:

- Employees seeking maternity leave must submit an application to the relevant sanctioning authority at least **four weeks prior** to the expected date of leave.
- The application must include a **medical certificate** from a qualified doctor indicating the expected date of delivery and any related health considerations.
- The sanctioning authority will review the application and approve the leave based on eligibility criteria and institutional requirements.

Benefits During Maternity Leave:

- **Full Salary:** Maternity leave will be granted with **full pay** for the duration of the leave.
- **Job Security:** The employee's job or an equivalent position will be held for her during the maternity leave period, protecting her employment rights.
- **Health and Safety:** The institution will ensure that female employees are not assigned any physically strenuous work during pregnancy. Post maternity, the institution will provide support for any health concerns that arise from childbirth.

Rejoining and Extended Leave:

- Employees are expected to rejoin duty after the completion of the 90-day maternity leave. In case of medical complications or special circumstances, additional leave may be considered under the provisions of **medical leave** or **extraordinary leave**.
- Extended leave requests must be supported by a doctor's certificate and will be subject to approval by the respective sanctioning authority.

Special Considerations:

- **Adoption:** Female employees who legally adopt a child below the age of three months will also be eligible for **90 days of maternity leave**.
- **Miscarriage or Stillbirth:** In the unfortunate event of a miscarriage or stillbirth, the employee is entitled to **six weeks** of leave, upon the production of relevant medical documentation.

General Guidelines:

- **Post-Maternity Benefits:** The institution may consider additional support mechanisms such as **flexible working hours** depending on the nature of the employee's work, to ease the transition back to full-time work.
- **Breastfeeding Support:** Female employees will be allowed adequate breaks during work hours to nurse or pump milk as needed. The institution will provide a safe and private space for breastfeeding where possible.

Compliance with Legal Standards:

This policy complies with the **Maternity Benefit Act, 1961**, which governs maternity leave and related entitlements in India. Any amendments to the law will be incorporated into this policy as necessary to ensure continued compliance.

Paternity Leave:

Eligibility:

- Male employees who have completed at least **one year of continuous service** are eligible for paternity leave.
- Paternity leave can be availed within **six months** of the birth or adoption of a child.

Duration:

- Paternity leave will be granted for a defined period as per applicable laws.

Application:

- Employees must apply for paternity leave at least **two weeks prior** to the anticipated start date, providing appropriate documentation related to the birth or adoption.

Benefits:

- **Full Salary:** Paternity leave will be granted with **full pay** for the duration of the leave.
- **Work-Life Balance:** The institution acknowledges the importance of the father's role in early childcare and encourages male employees to take their paternity leave to bond with their newborn.

Flexible Arrangement:

- After paternity leave, male employees may request flexible working arrangements, such as **adjusted work hours** or **remote work options**, especially during the early months of childcare.
- These requests will be reviewed in line with the institution's operational needs and the employee's role.

Job Security and Anti-Discrimination:

- Employees on paternity leave will have their positions secured, and they will not face any discrimination or negative consequences due to availing this leave.
- Fathers are equally protected under the institution's anti-discrimination policies, ensuring they can fully participate in childcare without fear of professional repercussions.

Conclusion

Dr. D. Y. Patil Vidyapeeth demonstrates its commitment to employee well-being through its comprehensive maternity and paternity leave policy. This policy provides employees with the necessary time, financial security, and flexibility to balance work and family life during critical life events. By prioritizing employee well-being, the Vidyapeeth fosters a positive and supportive work environment that promotes gender equality, encourages employee engagement, and strengthens its reputation as a leader in progressive workplace practices.

The institution's investment in employee well-being aligns with its broader goals of academic excellence, research innovation, and social responsibility. A happy and engaged workforce is essential for achieving these objectives. By creating a family-friendly workplace, the Vidyapeeth not only benefits its employees but also contributes to a more equitable and sustainable community.

Date of Amendment: 28/11/2022

Date of Revision: 22/03/2024

Sd/-
Dr. Narendra M. Kadu
Registrar