

HR India – Parenting Benefits Policy (PIL)

Purpose

The Parenting Benefit Policy intends to:

- Provide guidelines for supporting employees for the period before and after child-birth/adoption.
- Ensure that the organization meets all obligations as mandated by the statutes of the state.

Scope

This outlines the eligibility principles, specific changes to work methods, benefits and general guidelines. The administration and eligibility approvals will be only based on management discretion and no claims can be made in part or full.

- a. This policy applies to all management employees who have completed 80 days of continuous service on the rolls of the Company.
- b. Factory Workmen and PSRs are governed as per the Maternity Benefit Act.
- c. Contract/ Casual employees shall not be covered as per the terms of this Policy, they will be covered as per Contract Labour Act.

Responsibilities

It is the responsibility of all line managers and employees to understand and comply with the elements in this policy and associated processes.

Main Information

Term: Paternity Leave

Definition: Male employees who attain parenthood status or opt for legal adoption are entitled to a maximum of 20 working days (4 weeks) as paternity leave, which can be availed in one go or split into a maximum of two tranches (10 working days each) within six months of the childbirth/ adoption. This benefit is restricted up to two children within tenure in AstraZeneca.

Weekly holidays and/or other official holiday(s) may be prefixed and/or suffixed while availing paternity leave.

Term: Adoption Leave

Definition: An adoptive mother, primary care giver (single parent irrespective of gender) who legally adopts a child shall be entitled to adoption leave benefit for a period of 26 weeks from the date child is handed over to the adoptive parents. Additionally, women employees returning from Adoption leave can avail Flexible Work Timings or the option to Work From

Home for an additional period of 6 months (at the end of Adoption leave). This should be in consultation with the line manager.

Term: Leave for illness arising out of Pregnancy

Definition: Any employee suffering from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage /Medical termination of pregnancy or tubectomy operation) is entitled to leave with pay as prescribed below.

1. Miscarriage: Up to six(6) weeks paid leave from the date of miscarriage shall be granted as maternity leave subject to submission of medical certificate.
2. Tubectomy operation: Up to two (2) weeks immediately following the day of her tubectomy operation, upon producing the relevant medical records to the Company.

Term: Additional Leave with Wages

Definition: If an employee wishes to extend leave after exhausting the maternity/adoption leave - They can do so to the extent of privilege leave/ Accumulated carry forward leave available to her credit and on obtaining prior approval from the line Manager.

Term: Nursing breaks

Definition: Every woman who resumes work after maternity leave shall in addition to the interval be allowed two breaks of 30 minutes each during her daily work of prescribed duration for nursing the child until the child attains the age of fifteen months.

Term: Childcare/Creche

Definition:

To support new mothers/primary caregivers (single parent irrespective of gender) to get back to work after childbirth/adoption, the company provides reimbursement for Childcare/creche fee equivalent of **INR 8000** per month (inclusive of all taxes) or 50% of monthly childcare/creche fee whichever is lower. This benefit is extended to new mothers/primary caregivers up to the age of 6 years from childbirth/adoption. Childcare/creche benefits can be extended to maximum of 2 children within tenure in AZ.

Guidelines for reimbursement of the Childcare/Creche benefit amount

1. Complete the reimbursement form through this [Link](#).
2. Childcare/creche service provider has to be a registered professional vendor who provides childcare services with valid GST & TIN numbers to consider for reimbursement.
3. Post verification, the eligible amount will be reimbursed through payroll (i.e. subject to taxes).
4. Documents required: Birth certificate of the child, tax invoice of the childcare/creche expenses, proof of payment (cash receipt) & adoption certificate (i.e. in case of adoption).

Note: It is effective from **1st April 2022**. Childcare/Creche reimbursement must be claimed on a quarterly basis (i.e. during March, June, September, and December quarter of the year).

Term: Resignations post Maternity/Adoption Benefit

Definition: If an employee wishes to exercise option to resign her employment immediately after availing the leave with salary benefit under.

"Maternity/Adoption"- As per company policy will have to serve the complete notice period at work to aid transition or pay salary in lieu of notice period to terminate the employment contract

Term: Performance Review during Maternity/Adoption Leave

Definition: If the employee is on a leave of absence during a portion of the review period, Annual Performance Review Awards may granted basis the period of time employee has worked during the review period. Company may take into consideration performance from the previous review cycle to determine Annual Performance Review Awards.

In case employee takes unpaid leave (LOP) over and above the Leave prescribed under the Parenting Benefit Policy, the Bonus entitlement for the Unpaid LOP Leave period will be Zero and the Annual Performance Bonus Eligibility would be prorated accordingly.

Term: Maternity Leave

Definition:

The maximum period for which any woman shall be entitled to maternity benefit shall be 26 weeks.

- Not more than eight weeks shall precede the date of her expected delivery and the maternity leave may begin at least two weeks prior from the expected date of child birth.
 - Maternity leave will be automatically applicable when the child is born or in case of premature delivery.
 - The request and necessary approvals for a maternity leave are required to be obtained at least 30 days prior to the onset of such leave.
 - New parents are advised to pre-plan any requirements to avail the usage of creche facilities, post their maternity leave period.
 - Employees are also entitled to one additional month (30 days) of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation (two weeks in this case).
 - Additionally, women employees returning from maternity leave can avail Flexible Work Timings or the option to Work From Home for an additional period of 6 months (at the end of maternity leave). This should be in consultation with the line manager.
 - Maternity leave does not qualify as a "work from home" option, automatically
 - Employee must not return to work until the completion of maternity benefit period as stipulated under the Act.
 - If the employee has more than 2 children, the maternity benefit shall be extended for 12 weeks only. (i.e.-6 weeks pre-delivery and 6 weeks post-delivery)
-

Compliance & Governance

Country HRD shall be the final decision-making authority for any policy related exceptions and revisions, if any

Disclaimer

The policy superseded all previous policy versions and will be effective from 1st Jan 2022.

Organizations Absolute Right to Alter or Abolish the Guidelines: AstraZeneca reserves the right in its absolute discretion to abolish the guideline at any time or to alter the terms and conditions. Such discretion may be exercised any time, before or during the guideline period.

Taxation

The Creche Reimbursement amounts are subject to attract applicable taxes.

REVISION HISTORY

Version	Effective date	Description of Change
1.0	01-01-2022	Revised paternity leave from 5 days to 10 days, Revised legal adoption leave from 12 weeks to 26 weeks,
2.0	01-01-2024	Parenting Benefits has been increased from 10 to 20 working days Work from home and flexible timing (upto the six months) has been added in Maternity and adoption