



Greenwich University

Preamble:

Greenwich University believes in creating an inclusive environment for employees at every stage of their lives. We understand that welcoming a new child into a family requires time for recovery from childbirth or simply bonding with a baby, which is why we have established a Maternity & Paternity Leave Policy for eligible employees.

Policy:

This policy outlines the benefits provided to eligible employees of Greenwich who become primary caregivers to a newborn child. The policy works in coordination state laws to offer the benefits mandated by law.

Eligibility and Duration:

1. Maternity:
 - a. All females' employees are entitled to a maximum of twelve weeks (or 3 months) of maternity leave with full pay.
 - b. Such maternity will not be granted for more than three times in the entire service of the female employees except when such leaves are granted within her quota.
2. Paternity:
 - a. All male employees whose wife are expecting shall be eligible for paternity leaves.
 - b. The leave will be with full pay not exceeding thirty days outside his leave account.

Any person who contravenes any of the above shall face the punishment as per policy.

Adopted: 30-6-2019

Revised: 26-12-2022