

MATERNITY LEAVE POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

MATERNITY LEAVE POLICY

Staff welfare is a top priority at St. Xavier's College, Burdwan. The output and selfless contribution of any staff is reflected in the welfare measures made toward them by the college or institution.

In connection to this, Maternity leave is a work-sanctioned period of absence that working women can utilise before and/or after they deliver a child. The lady staff members at St. Xavier's College, Burdwan benefit from effective maternity welfare measures:

(i) A lady staff member confirmed in service may be granted maternity leave, on full pay, for a period of four and a half months, inclusive of intervening holidays and Sundays, from the date of delivery or the commencement of the leave whichever is earlier.

(ii) Similarly, a lady staff member on probation may be granted maternity leave, on full pay, for a period of four months from the day of delivery or the commencement of the leave whichever is earlier, provided that she has been in continuous service with the College for at least one full year immediately preceding the date of delivery.

(iii) Those on temporary/contract service, however, can also avail maternity leave for four months but without pay

A written application for maternity leave should be submitted at least one month before availing the said leave.



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