



TRISTAR INTERMEDIATES PVT. LTD.

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Documents No.	TIPL/CQA/P/032	Supersede	Nil
Master Copy	Maternity Policy	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Next Review Date	01.04.2026

- 1) **Objective :** The objective of this policy is to provide maternity benefits and ensure job security to female employees during and after their pregnancy, in compliance with the Maternity Benefit Act, 1961 (amended in 2017).
- 2) **Eligibility :** This policy applies to all female employees (permanent, contractual, or temporary) who have worked for at least 80 days in the 12 months immediately preceding the expected date of delivery.
- 3) **Maternity Leave Entitlement :** As per the Maternity Benefit (Amendment) Act, 2017.
 - 26 weeks of paid maternity leave for women with less than two surviving children.
 - Up to 8 weeks can be taken before the expected date of delivery.
 - The remaining leave can be availed after childbirth.
 - For women with two or more surviving children:
 - 12 weeks of paid leave (6 weeks before and 6 weeks after delivery).
- 4) **Work From Home Option :** After the maternity leave period, the employee may request to work from home, depending on the nature of work and company policies. This is subject to employer approval.
- 5) **Payment of Maternity Benefit :**
 - Maternity benefit is paid at the average daily wage for the period of actual absence from work.
 - The benefit must be paid no later than the day of delivery or immediately after the end of maternity leave.

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