



Parental Leave Policy

Preamble

PARAMOUNT COMMUNICATIONS LIMITED (hereinafter referred to as 'PCL' or 'The Company'), we understand the need of our employees, who are planning to or have recently become parents, to take paid leave to experience this beautiful phase and nurture a bond with the newborn child.

Purpose

Raising a family is a cherished goal for many. The policy lays down the minimum period of leave employees can avail on account of maternity, paternity, adoption, and surrogacy.

Scope

This policy outlines PCL's overarching approach to leave management and it applies to all employees within the limits established by the law.

Policy Statement:

Maternity Leave

1. A woman employee who is not covered under ESI Act & has completed minimum service of eighty days (including leave period with full wages) in the twelve months immediately preceding the date of her expected delivery, shall on production of medical proof, be entitled to maternity leave with full wages for a maximum period of 26 weeks (182 days including Sundays and Holidays during the leave period).
2. The employee may choose the starting date of her leave, 8 weeks before the date of delivery at the earliest. In case of specific medical directive, leave period may commence earlier but end date shall still be on the completion of the 26 week period, not later.
3. Maternity leave can be combined with earned leave.
4. An application for availing of Maternity leave duly approved by respective HOD shall be submitted to HR Department at least 1 month before the commencement of leave.
5. The Maternity leave & benefits will be granted only twice during the service period of woman employees.
6. **Leave for miscarriage/ medical termination of pregnancy due to health complications :** In case of miscarriage (which is not punishable under the Indian Penal Code (45 of 1860) or medical termination of Pregnancy (as permitted under the provisions of Medical Termination of Pregnancy Act, 1971) due to health complications, a female employee shall, on production of medical proof, if she chooses to, be entitled to leave with full wages for a period of 6 weeks (42 days) immediately starting the day of miscarriage or medical termination of pregnancy. In this case, the 26week maternity leave period if already sanctioned is ceases to apply.



7. **Leave for tubectomy operation:** In case of tubectomy operation on medical advice as a result of problems due to pregnancy during the time following delivery upto 3 months, a woman shall, on production of medical proof, be entitled to leave with full wages for a period of two weeks immediately following the day of her tubectomy operation. This **benefit does not apply for elective operations.**
8. **Leave for illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation:** A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall, on production of medical proof, be entitled to leave with full wages for a maximum period of one month. This will be in addition to the period of absence allowed under Maternity leave, Miscarriage/ Medical termination of pregnancy & Tubectomy operation.
9. The leave benefits of maternity, miscarriage/ medical termination of pregnancy in respect of woman employees who are covered under ESI Scheme shall be regulated as per ESI Act.
10. In addition to the above maternity leave and benefits, the woman employees of Paramount, both covered under ESI and not covered under ESI, are entitled to **Work From Home/flexi office timings for 8 weeks (56 days) on joining duty immediately on completion of maternity leave, with full pay.** Under flexi office timing scheme, a female employee is required to work minimum 4 hours a day. Due consideration will also be given for adjustment of office timings keeping in view of departmental requirement.

Paternity Leave

Paternity leave of ** weeks with full pay and benefits is provided to all male employees. This leave can be availed as one leave of ** weeks or weeklong increments (instalments) within twelve months of the employee becoming a father. This leave cannot be carried forward or cashed out. This leave can be availed twice in a career. In case of a miscarriage, the employee is entitled to request special leave with the approval of the line manager.

Adoption Leave

Maternity leave with full pay and benefits are also extended to employees who are planning to become parents by legally adopting a child provided:

- That the child is less than 3 months of age as of the date of adoption.
- As in the case of maternity leave, the leave could commence up to *12* weeks from the date of adoption.
- The employee would not pursue any other occupation (either part-time or full-time) while enjoying the benefits of fully paid leave.
- Request for leave must be accompanied by all legal documents pertaining to the adoption procedure.



Optional

In the case of same-sex partners, the partner who is a primary caregiver is eligible for paid leave and benefits as applicable for maternity and the partner who is a secondary caregiver, is eligible for paid leave and benefits as applicable for paternity, assuming both work with the company.

Request for leave must be accompanied by all legal documents pertaining to adoption and self-declaration from the employee on the nature of caregiving. In this case, if the legal process is completed outside India, the same is permissible as proof of adoption)

SURROGACY LEAVE –

Maternity leave with full pay and benefits will be extended to commissioning mothers. All other conditions will remain the same as Adoption Leave.

*A commissioning mother is a biological mother who uses her egg to have a surrogate child.

Amendments:

Management reserves the right to amend/modify this policy in whole or in part, at any time without assigning any reason whatsoever