



Maternity Benefit Policy

Credence Prosthetic India Pvt. Ltd.

Approved By:

Board of Directors Vide Board Meeting

Held on

22nd July 2025

Effective Date : 1st August 2025

Review Date : 1st July 2026

For and On Behalf of Board of Directors
Credence Prosthetic India Pvt. Ltd.

Tarun Kumar Kulshreshtha
Director

DIN : 01863920



1. Preamble

Credence Prosthetic India Pvt. Ltd. ("the Company") is committed to supporting the health, safety, and well-being of women employees during pregnancy, childbirth, and post-natal care.

This policy is framed in accordance with the Maternity Benefit Act, 1961, as amended by the Maternity Benefit (Amendment) Act, 2017, and relevant rules, ensuring that eligible employees receive statutory benefits and protections.

2. Purpose

The objectives of this policy are to:

- Provide maternity benefits and protections to eligible women employees.
- Ensure compliance with statutory requirements.
- Safeguard the employment rights of women during maternity.

3. Scope & Applicability

This policy applies to:

- All women employees of the Company, including those on probation or contractual employment, who have completed at least 80 days of service in the 12 months preceding the expected date of delivery.
- Applicable to pregnancy, childbirth, miscarriage, medical termination of pregnancy, adoption, and commissioning mothers (surrogacy).

4. Definitions

- **Maternity Benefit:** Payment and leave entitlement under the Act.
- **Commissioning Mother:** A biological mother who uses her egg to create an embryo implanted in another woman.
- **Adopting Mother:** A woman who legally adopts a child below the age of 3 months.

5. Entitlements

5.1 Maternity Leave:

- First two surviving children: 26 weeks of paid leave (maximum 8 weeks before expected delivery).
- Third child onwards: 12 weeks of paid leave (maximum 6 weeks before delivery).





5.2 Adoption / Surrogacy:

- 12 weeks of paid leave from the date the child is handed over.

5.3 Miscarriage / Medical Termination:

- 6 weeks of paid leave immediately after the incident.

5.4 Tubectomy Operation:

- leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation

5.5 Illness due to Pregnancy, Delivery, Miscarriage, or Premature Birth:

- Up to 1 month's paid leave in addition to other entitlements.

6. Additional Benefits

- Nursing Breaks: Two breaks per day, until the child reaches the age of 15 months.
- Crèche Facility: Available where the Company employs 50 or more employees, with 4 visits allowed per day (including rest and nursing breaks).
- Work-from-Home Option: May be granted after maternity leave, depending on nature of work and mutual agreement.

7. Protection from Dismissal

No woman shall be dismissed, discharged, or subjected to disadvantage during maternity leave. Any termination during this period will be subject to statutory penalties.

Provided that where the dismissal is for any prescribed gross misconduct, the employer may, by order in writing communicated to the woman, deprive her of the maternity benefit or medical bonus or both.

8. Procedure for Availing Maternity Benefit

1. Notice in Writing to the HR Department stating expected delivery date and intended start of maternity leave.
2. Submission of medical certificate from a registered medical practitioner.
3. HR will verify eligibility and process leave and benefit payments.

9. Payment of Maternity Benefit



- Maternity benefit shall be paid in advance for the pre-delivery period and within 48 hours of production of proof of delivery for the post-delivery period.
- If a woman dies before receiving benefit, the employer must pay the benefits to the person nominated by the woman. If there is no nominee, the benefits should be paid to her legal representative.
- Every woman eligible for maternity benefits under this Act is also entitled to a medical bonus of one thousand rupees from her employer, unless the employer provides free pre-natal and post-natal care

10. Policy Review

This policy will be reviewed annually or as per changes in the law.

Annexure I – Maternity Benefit Application Form

Name:

Employee Code:

Designation:

Department:

Date of Joining:

Expected Date of Delivery:

Leave Start Date:

Leave End Date:

Medical Certificate Attached: Yes / No

Signature & Date:

Annexure II – Maternity Benefit Process Flow

1. Employee submits application and medical certificate →
2. HR verifies eligibility →
3. Approval from Reporting Manager →
4. HR processes leave and benefit payment →
5. Employee resumes work post-leave / requests work-from-home option.





HR Contact Details

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