



Women Wellness Leave and Benefit Policy

Women Wellness policy outlines the maternity leave benefits and procedures applicable to all eligible Women staff members to support them during maternity and ensure a smooth return to work.

This policy is applicable to all Teaching and Non-Teaching Women staff members of the University.

This policy is effective from 01/07/2024 and is applicable only to eligible cases from this date onward.

All maternity leave applications and approvals must follow the standard HR procedures and be routed through the Director for final approval.

Eligibility

- The employee must have completed the probation period.
- The employee must have completed a minimum of 2 years of continuous service at the institution before availing maternity leave.

Application Prerequisites

- A minimum of 4 months advance application is required for maternity leave.
- During this 4-month notice period, a maximum of:
10 Medical Leave (ML) days may be availed (if supported with valid medical certificates).
Casual Leave (CL) balance may be utilized as per standard policy until the last working day.

Leave Benefit

- Maternity leave with pay is applicable only for the first two childbirths.
- The University will provide 3 months of continues (90 days) paid maternity leave.
- Salary for these 3 months will be disbursed as follows:

➤ Standard Benefit Disbursement

After rejoining work, the 3 months' maternity leave salary will be paid over the 13th, 14th, and 15th month (i.e., after successfully completing 1 year of full-time service post rejoining).

➤ Special Case Benefit (Director Approval)

In exceptional cases, if approved by the Director, the 3 months' salary may be paid after 6 months of full-time service post rejoining, disbursed with the 7th, 8th, and 9th month salary.



Lok Jagruti Kendra University (LJ University)

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(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

➤ Vacation Leave Benefit

In addition to maternity leave benefits, eligible employees will also receive 30 days of vacation leave salary, disbursed in the 16th month salary, following the completion of 1 year post rejoining.

➤ Unforeseen Event Leave

In the unfortunate event of a miscarriage, a one-time paid leave of 1 month (30 days) will be granted.

Re-joining Condition

- To avail full maternity leave benefit (salary disbursement across specified months), the employee must continue in full-time service for a maximum of 2 years post re-joining.
- For any approved extension or leave (maximum 6 months), the application must be submitted and approved by the Director.

To avail all above leave benefits employee must have to submit all relevant medical documents (list attached).

This policy supersedes any prior maternity leave practices. The University reserves the right to review and revise this policy periodically.

In case of any medical emergency related to maternity, the final decision regarding leave, benefits, or exceptions will be taken jointly by the Women Development Cell (WDC) and Management of Lok Jagruti Kendra University.