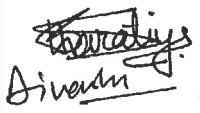

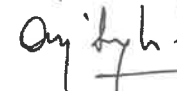




Parenthood and Childcare Support Policy

Document Control

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Applicable.To	All JKLU Staff & Students (wherever applicable)

Purpose

This Parenthood and Childcare Support policy is designed to foster a family-friendly, inclusive, and equitable work environment at JKLU. The purpose of this policy is to support JKLU employees who are parents by providing them with essential leave, flexible work arrangements, and additional resources to balance family and work responsibilities.

This policy aligns with national labor laws, which mandate parental benefits, including up to 180 days of paid maternity leave, breastfeeding breaks, and safe facilities as per the Maternity Benefit Act 1961 & 'The Maternity Benefit (Amendment) Act 2017'.

Objective

- To provide maternity and paternity leave and other support measures to employees before and after childbirth or adoption.
- To promote gender equity by ensuring that both parents can participate in childcare responsibilities.
- To support the overall well-being of employees during and after pregnancy and childbirth.

Scope

This policy applies to all JKLU employees, including full-time, part-time, and contractual staff across academic, and administrative functions.

Definitions

- **Maternity Leave:** Paid or unpaid leave granted to mothers for childbirth, recovery, and bonding with the newborn.
- **Paternity Leave:** Paid or unpaid leave granted to fathers or non-gestational parents to support early childcare responsibilities.
- **Parental Leave:** Inclusive of maternity and paternity leave, provided to enable family care responsibilities.
- **Flexible Work Arrangements:** Adjusted work hours or part-time schedules available to employees' post-leave to help balance family and professional duties.



Roles and Responsibilities

- **Human Resources (HR):** Manages leave applications, ensures policy compliance, and provides guidance on benefits and resources.
- **Supervisors and Department Heads:** Accommodate leave requests and support employees' transitions back to work.

Policy Statements

Maternity Leave: JKLU grants female employees 180 days of paid maternity leave in compliance with the Maternity Benefit Act 1961 & 'The Maternity Benefit (Amendment) Act 2017'. This includes eight weeks before childbirth and the remaining 18 weeks after, with the option of additional unpaid leave upon departmental approval to support extended bonding or recovery needs.

Paternity Leave: JKLU offers up to 10 days of paid paternity leave for fathers or non-gestational parents, available within six months following childbirth or adoption. This flexibility in timing is designed to allow fathers and non-gestational parents to support the mother and participate in early childcare responsibilities.

Parental Leave: JKLU supports both parents through parental leave, inclusive of maternity and paternity benefits, to promote balanced childcare responsibilities and enable a supportive family dynamic.

Flexible Work Arrangements: Employees returning from maternity or paternity leave may request flexible work arrangements, such as adjusted hours or part-time schedules, to balance family and professional responsibilities. Supervisors are encouraged to accommodate these requests to facilitate a smooth and supportive transition back to work.

Health and Wellness Support: JKLU provides employees with access to wellness resources, including medical assistance, counseling, and wellness programs, to support them during pregnancy, post-childbirth, and throughout the transition back to work. This includes access to private lactation rooms for breastfeeding mothers and guidance on nearby childcare facilities.

Protection from Discrimination: JKLU strictly prohibits discrimination against employees for taking parental leave or utilizing childcare support benefits. Any reported incidents of discrimination or unfair treatment related to parental status or leave will be addressed in accordance with JKLU's grievance and appeal process.

Feedback and Improvement

- **Employee Feedback:** JKLU actively seeks employee feedback to improve parental support services, with insights incorporated into the annual policy review.

Policy Enhancements: Based on employee feedback and best practices, enhancements are made to increase the effectiveness and accessibility of parental support.

