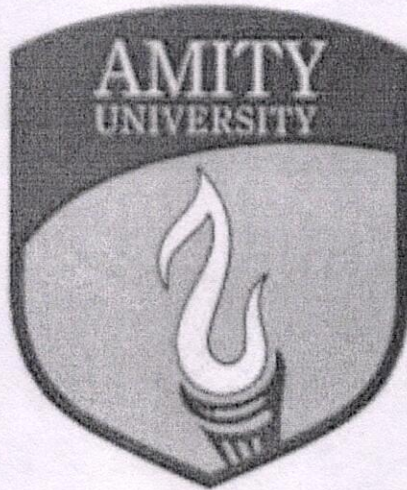
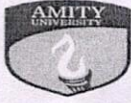


AMITY UNIVERSITY MADHYA PRADESH



Standard Operating Procedures (SOP) for Paternity Leave

(Total 2 pages)



Ref. No. : AUMP/RO/2024/55(b)

Date : 06.02.2024

PATERNITY LEAVE POLICY

1. Objective

With rise in the number of nuclear families, it is imperative that men support their partners during childbirth and in neo natal care.

To provide male employees the opportunity to take leave for this purpose, the University allows for leave to be availed as either Casual Leave (CL) or Earned Leave (EL).

2. Eligibility

All permanent male employees are eligible for Paternity Leave

Paternity leave may be availed for up to two surviving children.

3. Duration of Leave

Eligible employees may avail up to 15 days of paternity leave per child.

4. Mode of Leave

Employees may opt to avail paternity leave either:

As Casual Leave (CL), if available, or

As Earned Leave (EL), as per entitlement and availability.

Such leave shall be debited against the employee's CL or EL balance, as chosen by the employee.

If no CL/EL balance is available, the period shall be treated as Leave Without Pay (LWP), subject to approval.

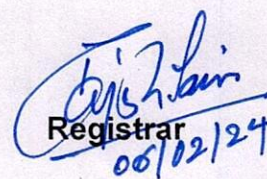
5. Procedure for Application

The employee must submit a written application to competent authority for approval of paternity leave at least one month in advance, specifying the expected date of delivery.

6. Salary and Benefits

Employees availing paternity leave as CL/EL shall receive full pay and allowances as applicable during the leave period.

No break in service or loss of seniority will occur due to paternity leave.


Registrar
06/02/24

Copy to :

1. Hon'ble Pro Chancellor Secretariate
2. O/o Hon'ble Vice Chancellor
3. All Hols/HoDs
4. Office Record