

# Policy on Maternity

Policy No. PM 2022

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Approved by BoM on 25.01.2023

## Women Empowerment Cell

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION  
(Deemed to be University)

(Under the section 3 of the UGC Act 1956)

Anand Nagar, Krishnankoil-626126, Srivilliputtur (via), Tamil Nadu, India.

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Policy Preparation and Verification Team

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Recommended by	Director / Student Affairs	
Approved by	Vice Chancellor	



Kalasalingam Academy of Research and Education have maternity leave policies and procedures in place that are designed to create a supportive and inclusive work environment for all staff members, with a particular focus on supporting women with children. This suggests that the university is committed to eliminating systemic barriers that could hinder career progression for women, especially those who may face challenges balancing family life and professional responsibilities.

Such policies may include flexible work hours, remote work options, maternal leave, childcare support, and other initiatives aimed at fostering an environment where women can thrive both in their professional roles and personal lives.

- **Purpose:** The purpose of this policy is to provide employees with the necessary time off for childbirth, recovery, and bonding with a newborn or adopted child, while ensuring continuity of work and benefits during the leave period.
- **Eligibility:** Female staff members are eligible for maternity leave if they have fewer than two surviving children.
- **Leave Duration:** They are entitled to maternity leave with full pay for up to 26 weeks per instance. Staff members are required to submit written notice to their higher officials at least 12 weeks prior to the date they intend to begin maternal leave. In addition, the application for maternal leave must be accompanied by a supporting medical certificate.
- **Leave authorization:** Faculty needs to intimate the desired leave period to the Vice Chancellor through proper channel as early as possible to facilitate the academic schedules.
- **Similar Position:** The employee should be able to resume their previous job, or a similar role with the same terms and conditions.
- **Leave Timing:** Out of the 26 weeks, no more than 8 weeks can be taken before the expected date of delivery (i.e., the maternity leave cannot begin more than 8 weeks before the birth of the child).
- **Return-to-Work Options:** The employers offer a phased return to work, allowing women faculty to gradually transition back to full-time work or who need flexible arrangements, will provide options like working from home or adjusted hours after returning from maternity leave.



  
Vice-Chancellor  
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Copy submitted to the Chancellor & Vice Presidents - for the favour of information  
CC to: Registrar, Controller of Examinations, Directors and Deans  
CC to: All HoDs with request to circulate among Faculty members and Web Admin