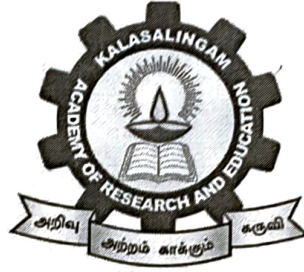


Paternity Leave Policy

Policy No. PLP 2023

KARE/IQAC/PLP/2023/02







Approved by BoM on 24.01.2023

INTERNAL COMPLAINT COMMITTEE

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION
(Deemed to be University)
(Under the section 3 of the UGC Act 1956)
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Anand Nagar, Krishnankoil-626126, Srivilliputtur (via), Tamil Nadu, India.

Policy Preparation and Verification Team

Prepared by	Dr. M.S. Revathy ICC, Member	
Reviewed by	Dr. R. Ramalakshmi, Presiding Officer	
Recommended by	Student Affairs	
Approved by	Vice Chancellor	

Paternity Leave Policy

1. Eligibility

- **Policy Statement:** All full-time, permanent male employees, as well as any employee who is the primary caregiver of a newborn or newly adopted child, are eligible for paternity leave at KARE.
- **Implementation:** *Eligible employees include both biological and adoptive parents. Temporary or contract employees may also qualify depending on the length and terms of their contract, as outlined by HR.*

2. Duration of Leave

- **Policy Statement:** KARE grants up to two weeks (10 working days) of paid paternity leave for eligible employees, which can be taken consecutively or in flexible increments within six months of the birth or adoption of a child.
- **Implementation:** *Employees are encouraged to submit their leave requests at least two weeks in advance, if possible, to allow for scheduling adjustments.*

3. Extended Leave Options

- **Policy Statement:** In cases where additional time is needed, employees may apply for an additional unpaid leave extension of up to four weeks, subject to approval by HR and their department head.
- **Implementation:** *Extended unpaid leave will be considered based on the employee's needs and department requirements, and all benefits may be maintained as per policy during the extended leave period.*

4. Job Security

- **Policy Statement:** Employees on paternity leave are guaranteed job security. KARE ensures that employees returning from paternity leave can resume their position or a comparable position with equivalent pay, benefits, and responsibilities.
- **Implementation:** *HR will coordinate with department heads to facilitate smooth transitions before and after the leave period, ensuring minimal disruption to workflow.*

5. Benefits During Leave

- **Policy Statement:** Employees on paternity leave will retain all benefits, including health insurance and retirement contributions, as if they were actively working.
- **Implementation:** *HR will oversee that all benefit-related contributions remain uninterrupted during the employee's paternity leave.*

6. Application and Notification Process

- **Policy Statement:** Employees are encouraged to provide advance notice for paternity leave whenever possible to allow for effective planning and coverage.
- **Implementation:** *Employees should submit a formal leave request through HR at least two weeks before the expected start date of leave. Exceptions can be made in case of unplanned or early births or adoptions.*

7. Flexible Work Arrangements Post-Leave

- **Policy Statement:** KARE provides flexible work arrangements upon the employee's return from paternity leave, including options like part-time hours, adjusted schedules, or remote work, to ease the transition to work and balance family responsibilities.
- **Implementation:** *Requests for flexible arrangements will be discussed with department heads, and approval will be given based on the employee's role and departmental needs.*

8. Awareness and Accessibility

- **Policy Statement:** KARE is committed to ensuring that all employees are aware of their paternity leave rights and options.
- **Implementation:** *The paternity leave policy will be included in employee handbooks and orientations, with additional information and assistance available through HR.*



A handwritten signature in green ink, appearing to read 'Dr. S. Narayanan'.

Vice-Chancellor

Dr. S. NARAYANAN

Vice - Chancellor

Kalasalingam Academy of Research and Education
(Deemed to be University)

Anand Nagar, Krishnankoil - 626 126.

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