

MATERNITY BENEFITS POLICY

Version 10.3

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Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.0	01/04/2005	HRSS	HRSS Head	CPO	New Policy
1.1	01/11/2016	HRSS	HRSS Head	CPO	Document Modification
2.0	01/04/2017	HRSS	HRSS Head	CPO	Policy Revision as per amendment/ changes in the Maternity Act, 1961
3.0	01/04/2018	HRSS	HRSS Head	CPO	Annual Review
4.0	01/04/2019	HRSS	HRSS Head	CPO	Annual Review
5.0	01/07/2020	HRSS	HRSS Head	CPO	Annual Review – change in template, leave approval system reference.
6.0	01/04/2021	HRSS	HRSS Head	CPO	Annual Review- change in template
7.0	01/04/2022	HRSS	HRSS Head	CPO	Annual Review
8.0	01/04/2023	HRSS	HRSS Head	CPO	Annual Review
9.0	01/04/2024	HRSS	HRSS Head	CPO	Annual review & Policy Template standardization
10.0	01/04/2025	HRSS	HRSS Head	CHRO	Change in Terminologies – CPO to CHRO
10.1	05/05/2025	HRSS	HRSS Head	CHRO	Annual review
10.2	02/06/25	HRSS	HRSS Head	CHRO	Change in Logo to CKA Birla group
10.03	01/09/2025	HRSS	HRSS Head	CHRO	Added point no. 05, Extension of Maternity leave

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1. Objective

To lay down policy guidelines and procedures covering applicability of Maternity benefits for all the women associates of Birlasoft Ltd.

2. Applicability

- All regular full-time permanent female employees on the rolls of Birlasoft Limited.
- All full-time trainees / contractual female employees of Birlasoft Limited.

3. Definition

- “Maternity Leave” means time taken off from work by a female employee for maternity
- “Working Days” means days on which the applicable offices of Birlasoft are officially working.
- “Miscarriage” means any miscarriage as defined in the Act during the period prior to or during the twenty sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under Indian Penal Code.

4. Entitlement

All female employees who have worked continuously for a period of at least 80 days during the 12 months immediately preceding the date of her expected delivery, are entitled to receive maternity benefit of 26 weeks of paid leave for the birth of first two surviving children and/or first two deliveries. Maternity benefit for third delivery onwards will be 12 weeks.

Maternity leave can begin eight weeks before the expected date of delivery if the leave applicability is 26 weeks and prior to 6 weeks if leave applicability is 12 weeks.

Maternity benefit of 12 weeks of paid leave (adoption leave) will be applicable for female employees, who legally adopts a child below three months of age; and (ii) a commissioning mother. (“Commissioning mother” means a biological mother who uses her egg to create an embryo implanted in any other woman ;’.) The 12- week period of maternity leave will be calculated from the date the child is handed over to the adoptive or commissioning mother as the case may be.

Miscarriage leave of 6 weeks starting immediately the following day of miscarriage, on production of medical proof, in case of miscarriage.

5. Extension of Maternity Leaves

Employees who have completed the standard maternity leave period of 26 weeks are also eligible to request an additional 3 months of Leave Without Pay (LWP). This extension is designed to provide greater flexibility for new parents as they transition back to work, offering valuable additional time to focus on family and personal overall wellbeing and to promote healthier work life balance.

Approval Process :

- Eligible employees may apply for the extended LWP following the completion of the statutory 26-week maternity leave.
- Applications must be submitted through the SNOW (Service Now) tool by raising a ticket within the system.
- Approval is subject to the concurrence of the employee's Manager and the respective HR-Business Partner.

6. Policy Guidelines

- a) A women associate who plan to proceed on maternity leave is required to give her Project Manager/Team Leader and HR a notice at least 30 days in advance before commencement of maternity leave to enable the concerned Manager to plan work during maternity period. Before the maternity leave begins, the pending tasks may either be completed or transferred to a new person, as assigned by the Project Manager/Team Leader or Supervisor.
- b) Associate needs to apply the maternity leave in the Leave Management System under leave category. The leave is required to be approved by Reporting Manager and an intimation to HR SPOC for the respective location is to be provided.
- c) In case advance notice could not be given due to any unforeseen situation and associate had to proceed on leave, intimation can be given by email by associate/her dependent immediately after commencement of leave.
- d) To be eligible for maternity benefit, an employee should have worked continuously with Birlasoft for not less than 80 days in the twelve months period immediately preceding the date of her expected delivery. However, this 80 days of continuous work is not applicable in case of miscarriage.
- e) In case of miscarriage and medical termination of pregnancy, a female employee shall, on production of a certification from the hospital be entitled of maternity benefit for a period of up to six weeks immediately following

the day of her miscarriage or medical termination of pregnancy and the employee has to furnish certificate from the doctor about miscarriage at the earliest possible, but not later than 15 days from the start of leave.

- f) Maternity leave once started, has to be taken continuously at one stretch.
- g) All holidays and weekly off days that fall due during maternity leave is counted as part of the maternity leave and will not give rise to any additional leave or payment.
- h) Any other benefit as per the Maternity Benefit Act, 1961, as amended / notified from time to time by the concerned authorities, shall be payable as applicable.
- i) In order to ensure proper rest and ensure health of baby in the advanced stage of pregnancy, pregnant employees may start their maternity leave considering their medical condition, health and advice of doctor, 12 weeks prior to the expected date of delivery in case of maternity leave applicability of Maternity leave applicability is 26 weeks and prior to 6 weeks if leave applicability is 12 weeks.

7. Medical Bonus

Every employee on maternity leave will be entitled to a medical bonus as applicable as per the Act which will be payable with the salary after the approval of Maternity leave in the system; and this will be payable only if the employee is NOT covered under the Group Mediclaim Policy (GMC) of the Company.

8. Flexible Working Hours and Work From Home

In order to reduce travel and allow more personal time for rest, a female employee may during her pregnancy avail flexible working hours or partial work from home in the last 8 weeks immediately preceding the expected delivery date. "Flexible working hours" for this policy is that a female employee may decide to work part of the time from office or part of the time from home, with prior approval of her Manager and client, wherever such approval is required from client. Similarly, "work from home" for this policy means working from home either in part or full day with prior approval of Manager and/or client (wherever mandatory as per client policy/MSA), where the concerned employee is able to do normal work from home. Work from home or flexible working hours is to be availed based on mutual agreement between employee and manager.

9. Law of Governance

In case of any dispute on any clauses of this policy, first level of clarifications and interpretations will be given by



HR and if further needed, the legal interpretations as per the Maternity Benefit Act, 1961 shall be final and binding.