

From

The Chief Executive Officer,  
Haryana State Rural Livelihoods Mission,  
Akshay Urja Bhawan, 2<sup>nd</sup> Floor,  
Institutional Plot No.-1, Sector-17,  
Panchkula

To

All the Additional Deputy Commissioner-  
cum-District Mission Director,  
Haryana State Rural Livelihoods Mission,


Memo No. HSRLM-2014/2949  
Panchkula dated 28-10-2014

Subject: Grant of maternity leave to female staff of HSRLM engaged on contract basis- Instructions regarding.

In the 3<sup>rd</sup> meeting of the Executive Committee of Haryana State Rural Livelihoods Mission held on 27.8.2014, Executive Committee has approved the Human Resource Development Manual of HSRLM. In order to give effect to the provisions contained in the Holiday & Leave Policy of the manual i.e. Maternity Leave- Rules & Procedures is being issued. The maternity leave for the female staff of HSRLM will be as under:-

- I. A woman employee eligible for maternity leave benefits and whose service has been hired on contract basis in a lawfully authorized manner shall be entitled to "fully paid maternity" leave upto maximum of 90 calendar days for each child birth.
- II. The benefit shall be admissible only for those female employees with less than two surviving children
- III. At the time of resuming work after the maternity leave, the employee shall submit a Certificate from Medical Officer. (Certificate Highlighting the date and other details of delivery)
- IV. **Leave for miscarriage:** In case of miscarriage or medical termination of pregnancy, a woman shall, on production of a medical certificate, be entitled to leave with pay, for a maximum period of four weeks immediately following the day of her miscarriage. This leave is admissible irrespective of the number of surviving children. During the contract period, the number of such leaves shall not exceed 12 weeks.
- V. **Notification for Maternity Leave:** The concerned staff should inform her reporting officer about the impending Maternity Leave and her absence as soon as possible. Formal request for ML should be submitted in writing to the concerned Reporting Officer, at the earliest but at least 15 days in advance.
- VI. **Commencement of Maternity Leave:** The staff may choose when to start her maternity leave as per her convenience. However, the latest date it can start is the date of childbirth.

These instructions will be effective from the date of approval of Executive Committee of HSRLM i.e. 27-08-2014. It is requested that these instructions may be brought to the notice of all concerned for compliance.

  
Assistant Manager (Personnel)

for Chief Executive Officer,  
Haryana State Rural Livelihoods Mission,  
Panchkula