

INSTITUTE OF BUSINESS MANAGEMENT



POLICY ON MATERNITY LEAVES

PREPARED BY
Human Resource Department

1. Introduction and Policy Statement

The Institute of Business Management (IoBM) recognizes the importance of providing maternity leave to eligible female employees to support their well-being during pregnancy, childbirth, and the post-delivery period.

The original maternity leave provisions were incorporated in **Section 4.5 of the IoBM Code Book 2013**. Subsequently, an **amendment was notified in March 2013**, revising the eligibility criteria and the conditions governing the grant of paid maternity leave.

This policy consolidates the original provisions of Section 4.5 and the subsequent amendment, establishing the eligibility criteria, duration, frequency, and administrative requirements for availing maternity leave at IoBM.

The policy shall be implemented in accordance with applicable laws, institutional regulations, and the prevailing approved rules of the Institute.

2. Objectives

The objectives of this policy are to:

- a. Establish clear eligibility criteria for availing maternity leave.
- b. Specify the duration and frequency of paid maternity leave.
- c. Incorporate the amendments notified in March 2013 into the maternity leave framework.
- d. Provide a consistent procedure for processing and approving maternity leave applications.
- e. Ensure appropriate maintenance of maternity leave records.

3. Scope and Applicability

This policy applies to regular, full-time female faculty members and management staff of IoBM, subject to the eligibility criteria.

4. Eligibility Criteria

4.1 Length of Continuous Service

As originally provided under Section 4.5.1 of the IoBM Code Book 2013, regular, full-time female faculty and management staff members were required to complete one (1) year of continuous employment with the Institute to qualify for maternity leave.

However, the subsequent amendment notified in March 2013 revised this requirement to **two (2) years of continuous employment** with the Institute.

Accordingly, under the amended institutional provision, an eligible employee must have completed two (2) years of continuous service with IoBM to qualify for maternity leave.

5. Duration and Frequency of Maternity Leave

5.1 Duration of Paid Maternity Leave

Under Section 4.5.2 of the IoBM Code Book 2013, paid maternity leave shall be granted for a period of six (6) consecutive weeks, comprising two (2) weeks prior to delivery and four (4) weeks following delivery.

5.2 Maximum Number of Occasions

Section 4.5.2 of the IoBM Code Book 2013 provides for paid maternity leave up to a maximum of three (3) times during an employee's period of service with the Institute. The subsequent amendment notified in March 2013 did not revise this provision. Accordingly, the maximum of three (3) occasions remains applicable under the institutional rules, subject to applicable legal requirements.

5.3 Eligibility and Minimum Gap Between Two Occasions

Under Section 4.5.1 of the original IoBM Code Book 2013, an employee was required to complete one (1) year of continuous employment to qualify for maternity leave. The subsequent amendment revised this requirement to two (2) years of continuous employment.

The amendment also specified that a minimum gap of two (2) years must be maintained when availing maternity leave for the second time.

6. Application and Approval Procedure

6.1 Submission of Application

An eligible employee shall submit a maternity leave application through the prescribed institutional procedure, specifying the proposed leave period and expected date of delivery.

6.2 Supporting Documentation

The employee shall provide relevant medical documentation reasonably required to process the application, subject to applicable confidentiality and privacy requirements.

7. Roles and Responsibilities

7.1 Salary and Compensation Department

The Salary and Compensation Department shall be responsible for:

- Verifying employee eligibility and continuous service.
- Reviewing previous maternity leave records to determine compliance with the applicable frequency and gap requirements.
- Processing maternity leave applications in accordance with approved institutional procedures.
- Maintaining appropriate leave records and ensuring consistent application of the policy.

7.2 Heads of Departments and Supervisors

Heads of Departments and supervisors shall facilitate the processing of maternity leave applications and coordinate with the Salary and Compensation Department regarding necessary operational arrangements.

7.3 Employees

Employees seeking maternity leave shall follow the prescribed application procedure and provide the documentation reasonably required for processing their applications.

8. Policy Approval and Review Record

The following record documents the policy's approval, effective date, and review schedule.

Approval Authority	President
Approval Date	September 10, 2022
Effective Date	October 14, 2022
Last Review Date	September 2025
Next Review Date	September 2028