

Maternity Leave Policy

Policy Statement

Cura Healthcare is committed to supporting the health, safety and well-being of women employees during pregnancy, childbirth and the post-natal period. The Company shall provide maternity benefits in accordance with applicable Indian law and promote a supportive workplace that enables employees to balance maternity and professional responsibilities.

Eligibility & Benefits

Eligible women employees shall be entitled to **paid maternity leave of up to 26 weeks for the first two surviving children**, of which up to eight weeks may be taken before the expected date of delivery. A woman having two or more surviving children shall be entitled to **12 weeks of maternity leave**. Eligible adopting and commissioning mothers shall receive **12 weeks of maternity leave**, as applicable under law.

The policy will also provide applicable leave and benefits in cases of miscarriage, medical termination of pregnancy, tubectomy operation, or illness arising from pregnancy or delivery, in accordance with statutory requirements. Nursing breaks shall be permitted after return to work for the prescribed period. Where the nature of work permits, **work-from-home arrangements may be mutually agreed between Cura Healthcare and the employee** following maternity leave.

Employee Protection

No eligible employee shall be disadvantaged, dismissed, or subjected to an adverse change in employment solely because she has availed herself of maternity benefits. Cura Healthcare will maintain appropriate confidentiality regarding pregnancy and related medical information and provide reasonable workplace support during pregnancy.

Application Process

Employees should inform the **HR Department/Reporting Head** of the expected delivery date and intended maternity leave period, preferably in advance, and submit the required medical certificate or supporting documents. HR shall verify eligibility, approve the applicable leave and coordinate payroll, benefits and return-to-work arrangements.

Administration

The HR Department shall be responsible for implementation and maintenance of this policy. Where any provision of this policy differs from applicable legislation, **the statutory provision providing the applicable entitlement shall prevail**. The policy may be amended from time to time to reflect changes in applicable laws and regulations.

This would fit well as a concise **Cura Healthcare HR Policy** rather than an SOP, while still being suitable for an employee handbook or company policy manual. The Ministry of Labour currently identifies **26 weeks** as the statutory maternity-leave entitlement under the applicable framework.