

65.5 During the service period unused Earned leave can be encashed (maximum of 15 days in a year or 30 days once in 2 years).

66. MATERNITY LEAVE (ML):

66.1 Every married woman employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.

66.2 Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery itself is not entitled for the maternity leave for the second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.

66.3 The maximum period of entitlement for maternity leave shall be 26 weeks of which not more than 8 weeks shall precede the date of expected delivery.

66.4 Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.