



**PROCEEDING OF THE REGISTRAR**

**F.No: VFSTR/Reg/A8/Policy/2023**

**Date: 30.12.2023**

**Sub: VFSTR- Maternity Leave (ML)--Reg**

**Order**

**Maternity Leave (ML)**

**1. Employees on contractual period**

All Non-Teaching staff (women) who are on Contractual rolls are also eligible for 30 days of Maternity Leave after completion of six months of satisfactory service as on the date of application.

**2. Employees on Probation Period**

All women employees who are on Probation Period are eligible for 30 days of Maternity leave after completion of six months of satisfactory service as on the date of application. Though the faculty members at 10- (10 minus) are also eligible to avail this opportunity, it does not apply to the employees who are recruited purely on a contractual basis, like Teaching Instructors, Teaching Assistants, etc.

**3. Regular Employees**

- a. All women employees who are not on probation and complete two years of satisfactory service as of the date of application, including Contract & Probation period are eligible for 90 days of Maternity Leave.
- b. Registrar shall sanction Maternity Leave to all Teaching and Non-teaching staff.
- c. An employee is eligible for Maternity Leave only twice in her entire career including her service at VFSTR or elsewhere.
- d. Maternity Leave may also be granted in case of miscarriage including abortion for not more than 30 days. It will be counted as an opportunity of Maternity Leave to be utilized.
- e. In excess of the above limits, Maternity leave can be combined with EL, HPL or Extraordinary Leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- f. Vice-Chancellor is the authority to sanction Maternity Leave for women employees in respect of Registrar, Finance Officer, Deans, School Deans.
- g. Registrar shall sanction Maternity Leave to all other women employees including Teaching and Non-teaching staff.

**Copy to**

1. P.A to VC
2. All Deans, Heads, Directors, Section Incharges
3. Master file

  
**Registrar**

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