DAIMLER TRUCK

Motherhood sparks joy. Motherhood brings anxiety. Every working mother knows the truth of this contradiction.

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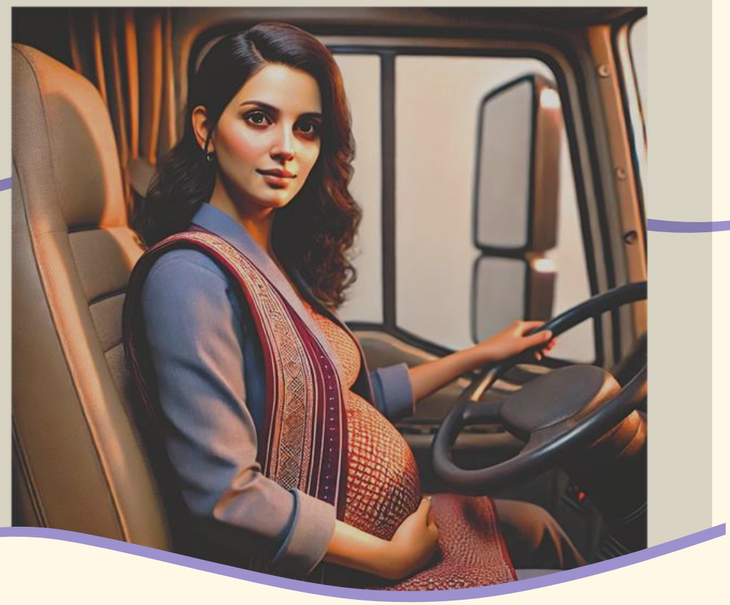

Navigate Your Path: A Simple Step-by-Step Guide







CONTENT

- Know your benefits : Pre-maternity, Maternity break and post maternity break
- How to apply for Maternity leave?
- Emotional wellbeing
- Know your Insurance
- Checklist of things to note across various stages of Maternity



KNOW YOUR BENEFITS

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Benefit	Description	Access Link
	Pre-Maternity Period	
Cool Travel	We support expecting mothers with our Cool Travel Allowance program, reimbursing up to ₹12,000 per month for alternative transportation to ensure a safe and comfortable commute.	Cool Travel
Emergency Remote Work	This guideline allows expectant mothers to work remotely during emergency situations in the pre-maternity phase.	ERW
	Maternity Period	
Maternity Leave	We support new mothers with parental leave policies, including 182 days of paid maternity leave to bond with your newborn.	Maternity Leave
	Post-Maternity Period	
Emergency Remote Work	The guideline allows mothers to continue working from home until their children reach 2 years of age	ERW
Young Mom Kitty	Our Young Moms' Kitty program provides a special bonus allowance to new mothers, assisting with childcare, postpartum care, and other needs during the transition back to work.	Young Mom Kitty

How to Know your Benefits?

1. **Visit social Intranet**
2. **Click on my location.**
3. **Click on employee resource**
4. **Finally click on wellbeing and know your benefits**

HOW TO APPLY FOR MATERNITY LEAVE?

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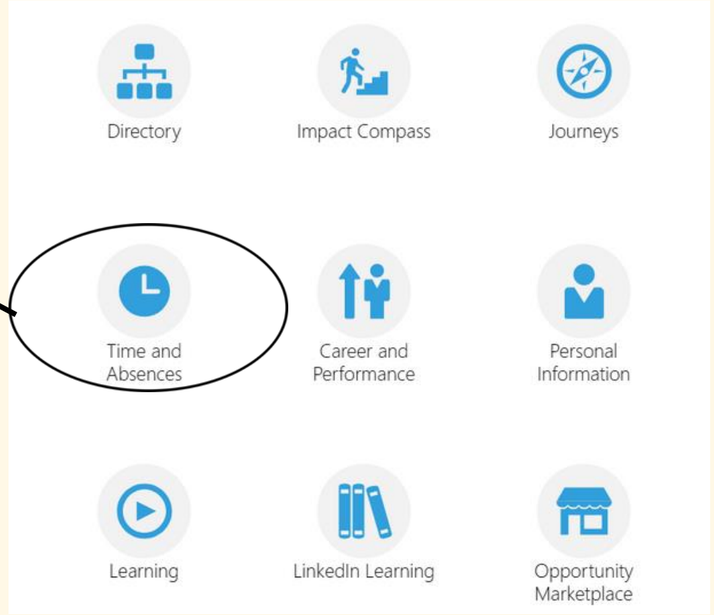
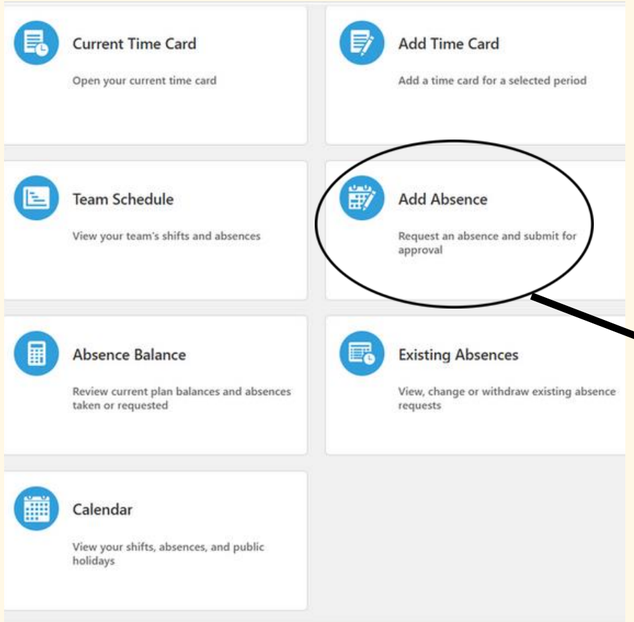
LOGIN TO ORACLE HCM AND FOLLOW THESE STEP

STEP 1

CLICK HERE





STEP 2

CLICK HERE

HOW TO APPLY FOR MATERNITY LEAVE?

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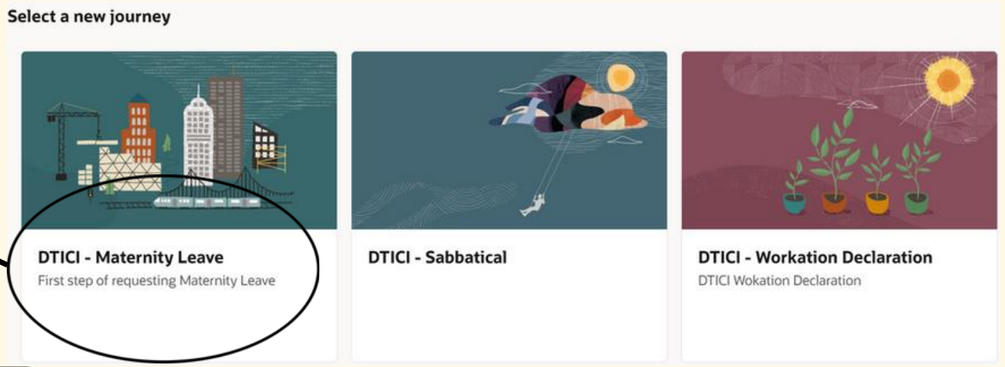
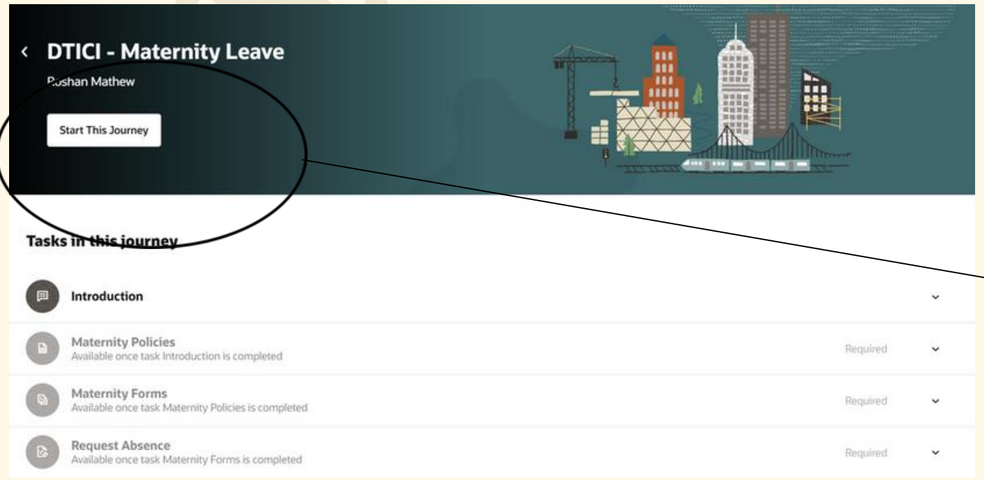
STEP 3

CLICK HERE





FINAL STEP

CLICK HERE

Finish all 4 steps and click the submit button to finish the process for maternity leave application.

How to fill Maternity Leave Forms?

Only fill the highlighted text
Form A: Form A
Form B: Form B
Form E & F: Form E &F

IMPORTANT NOTE

If there are any changes to your expected date of childbirth, please contact the HR Helpdesk immediately to update your maternity leave application.
You can reach them via email at: dtici_hr_helpdesk@daimlertruck.com.

EMOTIONAL WELLBEING | DURING YOUR MATERNITY JOURNEY

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SUPPORTING MOTHERS AT DTICI



Finding Balance Shouldn't Be a Solo Journey

DTICI's confidential Employee Assistance Program connects you with professionals who understand what you're going through.

Your Well-being Matters

Access support services designed to help you thrive during challenges during maternity journey.

LOG IN

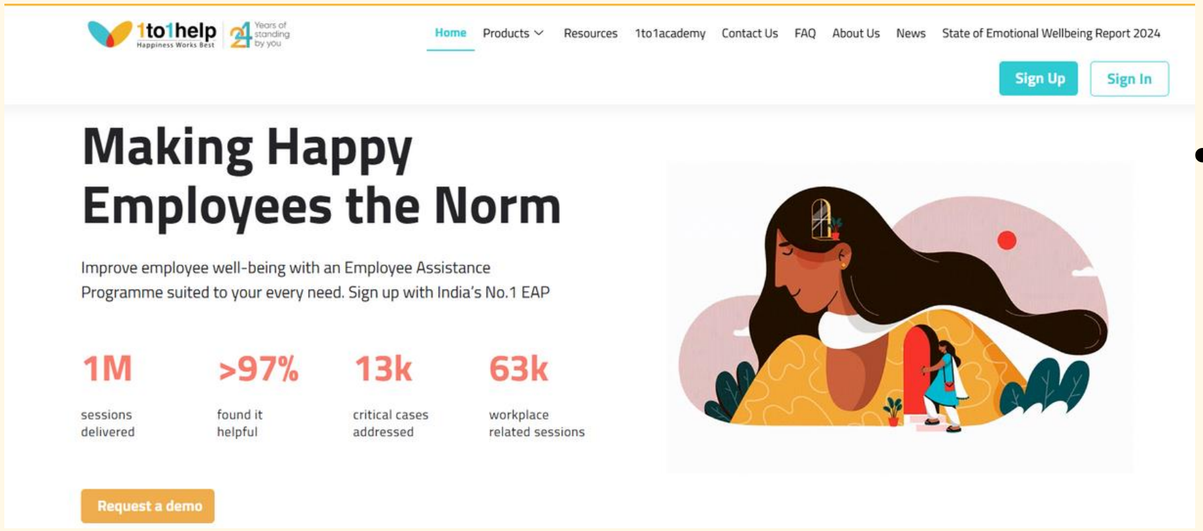
OUR WELLNESS PARTNER: 1 to 1 HELP

For more details:

CONTACT US

1800-2588-121 / 1800-2588-999

HOW TO APPLY FOR 1:1?

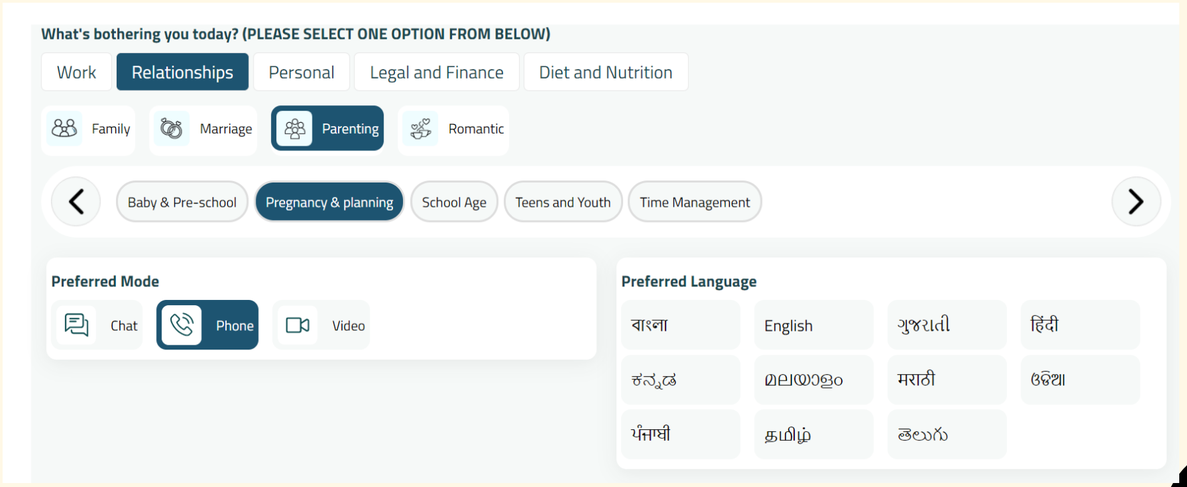


Sign Up

Follow these easy steps

1.Sign up
2.Fill your credentials
3.Book your appointment
4.Complete 3 steps to get 1:1

Complete 3 step process for 1:1



KNOW YOUR INSURANCE BENEFIT

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BENEFITS	DETAILS
Normal Delivery C section/ Caesarean Delivery	INR 1,00,000 within the Floater Sum Insured
Restriction on number of children	INR 1,00,000 within the Floater Sum Insured
9 Month waiting period	Maximum of 2 Children Waived off
Pre-Post Natal Expenses	Covered within the Maternity Sub-limit on IPD & OPD basis up to INR 10,000

Insurance Team

- Available every day at Palm Suites on the ground floor near the facility department.
- Available every Thursday at the NXT location.



- These benefits are admissible in case of hospitalization in India Covers only first two events during the entire lifetime (events includes maternity and
- related claims) Those who already had two or more events (maternity/maternity related)
- will not be eligible for this benefit Expenses incurred due to medical termination of pregnancy covered Expenses incurred due to voluntary termination of pregnancy are not covered
- Additional maternity cover is available under voluntary flex plus plan 1

For more queries

ruth.r01@marsh.com

CHECKLIST | FOR YOUR ACTION

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BEFORE GOING FOR MATERNITY LEAVE

- ✓ Performance Feedback conversation – Ensure you have discussed and sought feedback from your Manager for the period of work prior to going on mat leave and this has been documented on e-mail or tool (as applicable)
- ✓ Completion of Knowledge Transfer – Transition of all your BAU work and any key initiatives that you have been handling to the person filling in your role while you are away
- ✓ Applying for Maternity leave on the tool along with necessary documentation upload (mandatory to fill all 3 forms)
- ✓ Submission of any bills for claims (cool travel or other claims) as bills will need to be submitted within 3 months of bill date
- ✓ Handover of assets : Laptop and other devices to the IT Pitstop
- ✓ In case you are using company transport, deregister for the same before going on maternity leave

ON RETURN FROM MATERNITY LEAVE

- ✓ Formally marking your return: Apply for regularization on the Oracle HCM tool if you plan to join remote (apply for Emergency Remote Working as part of the attendance drop-down)
- ✓ Settling-in : Understand your 30-60-90 day plan of work from your manager
- ✓ Goals : Ensure your goals are set in the system
- ✓ Discussion on any additional enablement : In case you require any additional training or mentorship opportunities, do discuss with your manager
- ✓ MoMentum Connect: Join in as part of the MoMentum program sessions – they are curated to help you transition back at work