NURSING BREAK AND CRECHE RULES

Purpose:

To lay out a set of rules pertaining to duration of nursing breaks for new mothers and use of crèche located within the plant premises.

Scope:

This policy will be applicable to all direct female employees and indirect female retainers of ESL returning to work after maternity leave.

General Rules:

- Every woman who delivered a child and who joins duty after delivery (i.e., maternity leave) shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work four breaks of the 15 Minutes duration for nursing the child attains the age of fifteen months.
- This is in addition to the normal lunch break and other breaks that all workers get.
- These nursing breaks are fully paid.
- In case of any clarifications or disputes pertaining to the interpretation of these Rules, the decision of the Head HR shall be final and binding.
- All the documents such as the gate passes etc. arising from the process must be filed in the personal file of the employee.
- The Company may at any time at its discretion modify, alter, add, or delete and/or substitute all or any of these rules or withdraw this scheme.
- Considering into the aspects that the Plant is far away from town. To facilitate the female employees, employees can avail break at a stretch either in the 1st half or in the 2nd half. But to avail this employee needs to get consent from her HOD to ensure smooth function of the department.

Option 1- Employees leaving plant premises:

- Lunch Break -1.00 PM to 1.30 PM.
- Four breaks of 15 minutes each apart from lunch break , Two breaks before the lunch break and Two breaks after the lunch break.
- This excludes the time consumed for commuting for to and fro from Plant to Creche or to the home (where the child is kept).
- Facility shall be provided until the child attains the age of 15 Months.

- The female employee shall take approval from her respective HODs and submit the copy of out pass at security gate.

Option 2- Employees not leaving plant premises & using the Crèche facility for the purpose of nursing their children:

- Lunch Break - 1.00 PM to 1.30 PM.
- Four breaks apart from lunch break- 15 min each, Two before the lunch break and Two after the lunch break. This excludes the travelling time consumed for to & fro from office to the Crèche.
- Facility provided until the child attains the age of 15 Months.
- The female employee shall take approval from her respective HOD.

REVISION HISTORY

Revision No.	Revision Date	Reason of Change
02	01.07.2023	Reviewed and approved in new format

PREPARED BY	REVIEWED BY	APPROVED BY