

**Human Resource****Policy for Working Mother – Shoolini University**

**Purpose:** To protect the career/ job of a working mother by providing a flexible work environment to allow working mother to devote extra time for the upbringing of the child and also contribute to the success of university. A working mother, especially one who has the good fortune to be able to balance her home and work, enjoys the stimulation that a job or career provides. She develops the ability of raising a useful member of society and at the same time gains financial independence.

**Policy statement:** Shoolini University recognises the facts that motherhood confers upon a woman the responsibility of raising a child. This process also changes the way in which she is perceived in society and at her workplace. It can necessitate her to take more than available leave options, and job security can be at risk. Significant social and personal adjustments are necessary to cope with such a situation.

**Principle:** Interest of Employee & University are inseparable

**Eligibility:** all working mother with a child < 18 months.

**Policy Benefits:**

1. Working mother will be allowed to take **2 Hours** break from the workplace for breastfeeding. Transportation arrangement has to be done by employee.
2. Working mother may choose to work for 60% of total working days in a month and accordingly, salary will be paid on pro rata basis. Flexibility to choose any 2 days off in a week should be aligned with Dean.
3. If your work arrangement allows you to come late by 1 hour in the morning or 1 hours early leaving from campus – it shall be allowed for one instance in a day subject to approval from Dean.

**Day Care facility:** Faculty having > 2.5 years old child should be encouraged to explore Day Care facility in the campus.

**Employee:** The employee is responsible for requesting and arranging in advance with her supervisor appropriate and reasonable break times or choosing flexible timing. Employee should use Annexure-A for requesting the policy benefits.

**Supervisor:** The supervisor is responsible for working with the employee & Dean + HR to provide reasonable paid breaks or allow for flexing working hours.

**Administrative Control:**

1. Benefit No. 1 and 3 cannot be availed together
2. A written approval has to be provided by Dean to HR
3. A copy of approval should be kept in personal file of the employee.
4. A copy of approval should be marked to Accounts by HR.
5. In case employee wishes to discontinue the policy benefits, a written e-mail should be marked to HR

  
**Registrar**  
**Shoolini University of Biotechnology**  
**& Management Sciences**  
**Solan (H.P.)**



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# Policy for Working Mother

## Annexure – A

**Name:**

**Date:**

**SU Code:**

**Department:**

I would like to avail below mentioned benefits provided by Shoolini University under the Policy for Working Mother.

**Benefit 1:**

Time Period for availing benefit 1: From \_\_\_\_\_ till \_\_\_\_\_

**Benefit 2:**

Time Period for availing benefit 2: From \_\_\_\_\_ till \_\_\_\_\_

**Benefit 3:**

Time Period for availing benefit 3: From \_\_\_\_\_ till \_\_\_\_\_

**Signature of employee**

**Signature of Dean**

< HR Office Use Only >

Recommendation to Accounts:

**Director - HR**