



## PARENTAL LEAVE POLICY

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

### OBJECTIVE

Raising a family is a cherished goal for many. At Hindustan Unilever, we understand the need of our employees, who are planning to or have recently become parents, to take paid leave to experience this beautiful phase and nurture a bond with their young child.

The policy lays down the minimum period of leave employees can avail on account of maternity, paternity, adoption, and surrogacy.

### MATERNITY LEAVE - WL1+

Women employees are entitled to 26 weeks of Maternity Leave, with full pay and benefits, of which up to eight weeks can be taken prior to delivery, depending upon individual need. This leave is available twice in a career for 2 children. Maternity Leave for 3rd child will be 12 weeks. In case of miscarriage, a woman will be entitled to paid leave for six weeks immediately following the day of her miscarriage and will have the option to request for additional special leave if needed with the approval of line manager.

### PATERNITY LEAVE - WL1+

Paternity leave of 3 weeks with full pay and benefits is provided to all male employees in the company. This leave can be availed as one leave of 3 weeks or in weeklong increments (3 instalments) within twelve months of the employee becoming a father. This leave cannot be carried forward or cashed out. This leave is available twice in a career. In case of a miscarriage, the employee is entitled to request for special leave with the approval of line manager.

### ADOPTION LEAVE - WL1+

Maternity and Paternity leave with full pay and benefits are also extended to parents who are legally adopting a child provided that:

- The child is less than 5 years of age as on the date of adoption.
- That as in the case of maternity leave, the leave could commence up to 2 weeks prior and not later than six months from the date of adoption.
- That the employee would not pursue any other occupation (either part time or full time) while enjoying the benefits of the fully paid leave.
- Request for leave must be accompanied with all legal documents pertaining to adoption.



In case of same sex partners, the partner who is a primary care giver is eligible for paid leave and benefits as applicable for maternity and the partner who is a secondary caregiver, is eligible for paid leave and benefits as applicable for paternity, assuming both work with HUL. Request for leave must be accompanied with all legal documents pertaining to adoption and self-declaration from employee on the nature of care giving. In this case, if the legal process is completed outside India, the same is permissible as proof of adoption.

### **SURROGACY LEAVE – WL1+**

Maternity leave with full pay and benefits will be extended to commissioning mothers. All other conditions will remain same as Adoption Leave.

\*A commissioning mother is a biological mother who uses her egg to have a surrogate child.

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