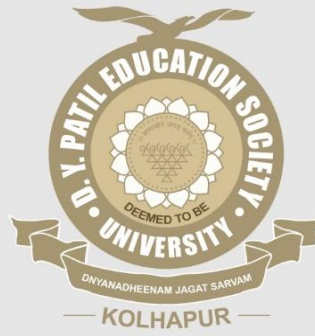




**D. Y. PATIL
EDUCATION SOCIETY
DEEMED TO BE UNIVERSITY**

KOLHAPUR

NAAC with 'A⁺⁺' Grade in 3rd Cycle

Diamond: QS I-GAUGE Indian University Ratings

Paternity Policy

Address: 869, E, D Y Patil Vidyanagar, Kolhapur 416006

Phone: (0231) 2601235-36

Website: www.dypatilunikop.org

Email: info@dypatilkolhapur.org



Paternity Policy

Purpose

D. Y. Patil Education Society (Deemed to be University), Kolhapur recognises the importance of supporting employees during the birth or adoption of a child. This policy states the entitlement to paternity leave for eligible staff.

Scope

This policy applies to all staff and faculty of the University, its constituent colleges, and the University Hospital who become a parent through childbirth (as father/co-parent) or legal adoption. It does not itself grant leave to students, patients, relatives, or visitors, though University healthcare and support services remain available to them for parenting-related care.

Entitlement

Eligible employees are entitled to paid paternity leave of up to fifteen calendar days, to be availed within three months of the child's birth or date of adoption. Leave may be taken as a single continuous block or split into a maximum of two instalments, subject to approval by the reporting authority.

Eligibility and Application

The employee must be on the University's permanent or probationary rolls. An application with supporting documentation (birth certificate, hospital records, or adoption papers) should be submitted to Human Resources at least two weeks in advance where possible, or as soon as practicable in emergencies.

Pay and Benefits

Paternity leave is granted with full pay and does not affect the employee's other leave balances, increments, or benefits.



Non-Discrimination

No employee shall face adverse treatment, denial of promotion, or victimisation for availing paternity leave. Any concern may be reported to the Anti-Discrimination Cell, which monitors compliance with the University's equal-opportunity commitments and conducts periodic awareness sessions on employee welfare policies.

Responsibilities

Human Resources and Heads of Institutions/Departments are responsible for processing applications promptly and arranging adequate workload coverage during the employee's absence.

Review

This policy shall be reviewed periodically to remain consistent with applicable labour law and University HR policy.



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