



## Leave and Work from Home Provision for Menstrual Leave and Menstrual Discomfort

### **About the leave and work from home allowance:**

This policy seeks to provide up to one days of paid menstrual leave every month to any staff members who menstruate. The rationale is to provide staff with the flexibility to take time off and includes options such as working from home. Under this policy, Sangath will provide:

- Up to a maximum of 12 days annual leave to any staff members who menstruate.
- This leave will be granted in addition to the 24 days of annual leave which Sangath staff members are eligible for.
- Menstrual leave can be availed on a monthly basis (i.e. one leave per month) or cumulatively in particular months (for example 3-4 days in a month). It is at the discretion of the staff member regarding how they wish to avail this leave if they require it. Any unused menstrual leaves will lapse at the end of the year.
- Staff members who menstruate will also be eligible for up to two work-from-home days per month on account of menstruation related pain and/or discomfort. This allowance will require approval from their Supervisor/reporting Manager.
- Project administrative staff will maintain a record of all leave requests including menstrual leave or work-from-home days availed by any staff members.

### **How to apply:**

- The process for applying for menstrual leave will remain similar as for annual leave. (Please refer to the Sangath's leave policy for the same.)
- The staff member will be required to make an email application for this leave to their supervisor/reporting manager.