



STEEL AUTHORITY OF INDIA LIMITED
CORPORATE OFFICE, NEW DELHI

No. HR/Policy/2026/CCL

25th March 2026

Subject: Child Care Leave

1.0 SAIL Board in its 530th meeting held on 17/03/2026 has approved the following amendments in the provisions w.r.t. Child Care Leave (CCL) in SAIL Leave Rules:

Sl. No.	Existing Provision	Revised Provision
1.	Clause 13.5.1: A woman employee may be granted Child Care Leave for child care/ development for a maximum period of 730 (seven hundred & thirty) days without pay during her entire service period for taking care of upto two (2) surviving children (including adopted children) who are below five years of age. Child Care Leave shall be over and above the Maternity Leave.	Clause 13.5.1: A woman employee and a single parent male employee (unmarried/ widower/ divorcee) may be granted Child Care Leave for child care/ development for a maximum period of seven-hundred & thirty (730) days without pay during his/ her entire service period for taking care of upto two (2) surviving children (including adopted children) who are below eighteen (18) years of age. Child Care Leave shall be over and above the Maternity Leave. The upper age limit of eighteen (18) years will not be applicable, in case of a child with benchmarked disability, for availing Child Care Leave, provided the cumulative Child Care Leave does not exceed seven-hundred & thirty (730) days in the entire service period.
2.	Clause 13.5.2: Child Care Leave shall be without pay. However, the following benefits would continue to be extended during Child Care Leave:	Clause 13.5.2: Child Care Leave shall be without pay. However, the following benefits would continue to be extended during Child Care Leave:

	<ul style="list-style-type: none"> ▪ Company accommodation/ HRA (as the case may be). 	<i>No Change</i>
	<ul style="list-style-type: none"> ▪ Medical expenses for self and dependents. 	<i>No Change</i>
	<ul style="list-style-type: none"> ▪ Other social amenities like education etc., if any. 	<i>No Change</i>
	<ul style="list-style-type: none"> ▪ The period of Child Care Leave shall be considered as continuity of service for the purpose of Gratuity. 	<i>No Change</i>
	<ul style="list-style-type: none"> ▪ The period spent on Child Care Leave shall be treated as 'Dies non' for the purpose of earning of EL/HPL and eligibility for promotion. 	<ul style="list-style-type: none"> ▪ The period spent on Child Care Leave shall be treated as 'Dies non' for the purpose of earning of EL/HPL. ▪ Where the cumulative period of Child Care Leave and EL/HPL availed in an appraisal year is less than 180 days, the year shall be counted as one (1) full year of service for determining the eligibility for promotion.
	Any other allowance/PRP will not be permissible.	<i>No Change</i>
3.	<p>Clause 13.5.3:</p> <p>Child Care Leave can be availed in maximum two spells during the entire service period.</p>	<p>Clause 13.5.3:</p> <p>Child Care Leave can be availed in multiple spells, each spell of not less than five (5) days' duration, with a maximum of three (3) spells in a calendar year.</p> <p>However, for a single parent employee (unmarried/ widow (er)/ divorcee), Child Care Leave may be granted for upto six (6) spells in a calendar year.</p> <p>Further, the Leave Sanctioning Authority shall be empowered to relax the permissible number of spells by up to three (3) additional spells in cases where the child is hospitalized as an inpatient for medical treatment.</p>
4.	<p>Clause 13.5.6:</p> <p>Women employees having a child upto five years of age who have already availed Child Care Leave in the past, may be</p>	<i>Deleted</i>



	allowed Child Care Leave for one more spell subject to the condition that the total quantum of Child Care Leave availed by them (including that availed in the past) does not exceed 730 days.	
5.	New Clause	Clause 13.5.6: In case of surrogacy, the commissioning mother with less than two surviving children may be granted Child Care Leave.

2.0 Above amendments shall be effective from 17/03/2026. All other provisions w.r.t. Child Care Leave under SAIL Leave Rules shall remain unaltered.

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