

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 7.

23rd March, 1989.

To: All Secretaries to Ministries
and Heads of Departments.

Maternity Leave - Establishments Code
Chapter XII

~~Please delete Section 18 and substitute the following
therefor:~~

18. Maternity Leave

18:1 ~~A female officer required to retire on marriage will not
be eligible to maternity leave under this section in respect of an
illegitimate child.~~

18:2 ~~A female officer who has served a period not less than
9 months will be entitled to 42 weeks full pay leave for the 1st and
2nd live births and will not be allowed to resume duties before the
expiry of 4 weeks after the birth of the child.~~

18:3 A female officer who has not served the minimum period
of 9 months will be granted 12 weeks of leave for the 1st and 2nd live
births out of which full pay leave will be granted to the extent her
service bears to 9 months. The balance would be on no pay.

18:4 A female officer who has served a period not less than
9 months will be entitled to 6 weeks full pay leave for any births beyond
the 1st and 2nd live births and will not be allowed to resume duties
before the expiry of 4 weeks after the birth of the child.

18:5 A female officer who has not served a minimum period of 9 months could be granted 6 weeks of leave to any birth beyond 1st and 2nd live births out of which leave on full pay is granted to the extent her service bears to 9 months. The rest of the leave will be on no-pay.

18:6 In calculating maternity leave, Public Holidays, Saturdays and Sundays falling within such leave should be included.

18:7 In the case of an officer other than a teacher, temporary officer, daily paid officer, casual officer or a minor employee, the period of 12 weeks/6 weeks full pay maternity leave will be set off against any available accumulated leave, (i.e. the vacation leave of the previous year) and any balance remaining against lapsed vacation leave under Section 10. It should not be set off against the vacation leave of the year in which the officer is confined. So much of the 12 weeks/6 weeks full pay maternity leave as cannot be covered by the accumulated and/or lapsed leave should be treated as special full pay leave in addition to the ordinary leave available to the officer for that year.

18:8 In the case of a teacher, temporary officer, daily paid officer, casual officer or a minor employee, the ¹²/6 weeks full pay maternity leave should be treated as special full pay leave in addition to the ordinary leave for the year.

These provisions are effective from 1.3.1989.

Sgd: Cyril Gamage
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.