

My No. අ 7/5/1/100
Ministry of Public Administration
and Home Affairs
Independence Square,
Colombo 07.

18 August, 2004.

All Secretaries of Ministries
and Heads of Departments.

**Maternity Leave - Chapter XII of the
Establishment Code**

The Government has decided to grant 84 days Maternity Leave to female Public Officers for every child birth. Accordingly the following section is substituted with effect from 23.06.2004 in place of section 18, Chapter XII of the Establishments Code .

18. Maternity leave

- 18.1 Female officers whether permanent, temporary, casual or trainee are entitled to maternity leave under this section .
- 18.2 Female officers are entitled to 84 working days full pay leave in respect of every live child birth and they will not be allowed to resume duty before expiry of 4 weeks after the birth of the child. For the purpose of obtaining leave under this section a medical certificate or the birth certificate of the child should be produced.
- 18.3 In calculating maternity leave public holidays, Saturdays, and Sundays falling within such period of leave should not be included.
- 18.4 This period of leave should not be set off against the balance leave available to the officers and should be treated as special leave with full pay.
- 18.5 In case of still birth or the death of the child before the expiration of 6 weeks from his/her birth, six weeks full pay leave should be granted on producing the child's death certificate or a Medical Certificate.
- 18.6 In case of a miscarriage, the officer can avail her self of the vacation leave she is entitled to by producing a Medical Certificate.
- 18.7 After the expiration of maternity leave of 84 days already approved as above they should be permitted to leave office one hour before the normal time of departure. This concession should be permitted only till the child completes the age of six months (06) from the date of birth.

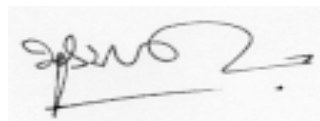
Further when the officer reaches the 5th month of her pregnancy, she should be allowed to attend office half an hour late than the normal time of attendance and leave office half an hour before the normal time of departure. This concession is available only till maternity leave is granted.

(2) Public Administration Circular No. 16/96 and 16/96(1) dated 17/06/1996 and 08/11/1997 are hereby cancelled with effect from 23/06/2004.

(3) Sub Section 18.8.1 of Chapter XII of the Establishment Code introduced by Public Administration Circular No. 16/99 dated 20/07/1999 is amended as follows.

18:8:1 Whenever leave approved under sub-section 18:2 to all female Public Officers and trainees is exhausted, such officers can be granted in a maximum of 06 months no - pay (Special) maternity leave in respect of a child birth during her service, under circumstances where requirements set out in (a) & (b) below are satisfied.

- (a) Where a Government Obstetrician and Gynecologist certifies that the child was in an abnormal condition at the time of birth, and in circumstances where the normal maternity leave obtained in respect of such a child birth has exhausted and a Government Pediatrician certifies that the child is still in that abnormal condition, after the expiry of maternity leave and therefore mother's special personal care and attention is still needed for the child.
- (b) In circumstances where a Government Obstetrician and Gynecologist certifies that on account of complications arising out of child birth, the mother needs further rest, after the expiration of maternity leave.



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