

My No. 163/1/82(L/L)

Ministry of Public Administration
and Home Affairs,
(Establishments Division),
Independence Square,
Colombo 7, 15th November, 1979.

To: All Secretaries to Ministries
and Heads of Departments.

Leave to Public Officers

Leave to Public Officers with effect from 01.01.1980 will be as follows :-

02. A Public Officer will be entitled to 21 (twenty one) days leave per calendar year. There will be no distinction between casual and vacation leave or between a minor employee and other Public Officer for purposes of leave entitlement.

03. A temporary employee and an employee serving under contract too will be entitled to the same quota of leave.

04. A teacher too will be entitled to 21 (twenty one) days leave per year in addition to his normal school holidays.

05. In calculating leave, a Public Holiday, a Saturday or a Sunday should be excluded whether the leave is to be spent outside the Island or within the Island.

06. A Public Officer who has to his credit any accumulated leave as at 31.12.1979 will retain that leave to be used for purposes of lapsed leave, leave preparatory to retirement, full-pay study leave, no-pay study leave or leave to be spent out of the Island as indicated in Chapter XII of the Establishments Code.

07. There will be no change in regard to Half-pay Leave, Maternity Leave, Accident Leave and Lapsed Leave regulations except to the extent that where a calculation is related to "vacation leave". "Twenty one days" should be substituted for "vacation leave".

08. A Public Officer who is required to attend office on a Public Holiday will be entitled to a day's pay (if eligible for such pay) or lieu leave at his option and if it be a Saturday or a Sunday he will be entitled to overtime only. (if eligible for overtime)

09. A Daily-paid and casual employee will be entitled to 21 (twenty one) days leave per year subject to the following conditions :-

(Contd./...2)

- (a) The leave will be granted, as and when the exigencies of work permit, and at the discretion of the Head of Department or Head of the sub-office or work-site, to whom the Head of Department has delegated this power.
- (b) The full leave of 21 days will be granted if the employee has attended at least 250 days, during the preceding 12 months. This quota of 21 days will be reduced by 1 day for every period of 3 days or part thereof by which his attendance falls short of 250 days.
- (c) In calculating the number of days attendance :-
 - absence on full-pay ;
 - absence owing to injury sustained in the course of employment ; and
 - absence on the day following a night shift ;
 shall be counted as attendance.
- (d) The leave year will be a calendar year and leave in respect of any year can be taken at any time during that year. An employee who has not completed 12 months service at the commencement of the year can be granted proportionate leave in respect of the year in which he completes 12 months service, provided he completes it by the 30th September, according to the following table :-

	Days
If 12 months service is completed by 31st March	16
If 12 months service is completed by 30th June	10
If 12 months service is completed by 30th September	5

- (e) He will be entitled to normal accident leave and leave for illness contracted in the course of his duties.
- (f) Leave preparatory to retirement will be the available leave of the year of retirement and the preceding year.

10. Necessary amendments to the Establishments Code will be made in due course.

Sgd: D.B.I.P.S. Siriwardhana.
 Secretary,
 Ministry of Public Administration and
 Home Affairs.