

Employee Leave Policies

1. Annual Leave:

- Employees are entitled to **at least 14 days of paid annual leave** after one year of service. The entitlement is prorated for employees with less than a year of service.
- **Leave Approval:** Annual leave must be requested in advance. The employer has the discretion to approve or reject the leave request based on operational requirements, staffing levels, and business needs.
- **Rejection:** If leave is rejected, the employee should be informed in writing with a valid reason, such as insufficient staffing or peak business periods.

2. Casual Leave:

- Employees are typically entitled to **seven days of paid casual leave** per year, which may be used for personal reasons or illness.
- **Leave Approval:** Casual leave is usually granted without advanced notice, but employees must inform the employer promptly.
- **Rejection:** If casual leave is deemed excessive or if it is during critical work periods, the employer may deny the request. Employees should be informed with a clear explanation.

3. Sick Leave:

- Employees are entitled to **14 days of paid sick leave** annually, provided they present a valid **medical certificate** from a registered healthcare provider.
- **Leave Approval:** Sick leave should be approved upon submission of the medical certificate. If a certificate is not provided, the employer has the right to reject the request for sick leave.
- **Rejection:** The sick leave request may be rejected if the medical certificate is deemed insufficient, not from a registered healthcare provider, or if the illness is not deemed serious enough to warrant leave.

4. Maternity Leave:

- Female employees are entitled to **84 days of paid maternity leave**. If the employee doesn't take leave before giving birth, those days can be added to the post-birth leave duration.
- **Leave Approval:** Maternity leave is generally approved upon submission of a medical certificate or doctor's recommendation. The employer cannot reject maternity leave once the employee meets the necessary requirements.
- **Rejection:** Maternity leave can only be rejected if the employee fails to meet the eligibility criteria, such as insufficient length of service or improper documentation.

5. Paternity Leave:

- The duration of **paternity leave** is determined by the company's policies or collective agreements. Typically, it may range from 2-7 days.
- **Leave Approval:** Paternity leave is typically approved upon notification and may require submission of proof of the birth event (e.g., a birth certificate).

- **Rejection:** Paternity leave may be rejected if the employee does not comply with the company's leave procedure or if the business needs require the employee's presence.
6. **Other Types of Leave:**
- **Pilgrimage Leave:** Some companies may grant leave for religious observances. Employees need to submit a formal request in advance.
 - **Study Leave:** Some companies offer study leave for employees who wish to pursue further education. Leave approval is typically contingent upon the nature of the study, the relevance to the job, and the employee's performance.
 - **Approval and Rejection:** Requests for pilgrimage or study leave must be made in writing, and approval depends on the company's policies. These leave requests may be rejected if the absence would disrupt the company's operations or if the leave doesn't meet eligibility criteria.

Public Holidays

- Companies must observe mandatory public holidays such as **Independence Day, May Day, Sinhala and Tamil New Year, and Christmas**.
- **Employees working on public holidays** are entitled to **double pay** or compensatory time off, based on the company's policy.
- **Leave Approval:** If an employee requests to take a public holiday off or compensatory leave, it must be approved by the employer, subject to business operations.
- **Rejection:** Public holiday leave may be rejected if the employee's absence would negatively affect company operations. The employer must offer a clear explanation for the rejection.

Medical Benefits

- **Employee Trust Fund (ETF):** Employers must contribute **3% of an employee's monthly salary** to the Employee Trust Fund. This fund supports employees with hospitalization costs, with a **maximum reimbursement of 50,000 rupees** per employment period.
- **Approval of Reimbursement:** Medical reimbursements from the ETF must be approved by the employer upon submission of valid documentation such as hospital bills and medical certificates.
- **Rejection of Reimbursement:** Reimbursement requests may be rejected if the submitted bills are not eligible, incomplete, or if they exceed the maximum claim limit.

General Leave Approval & Rejection Procedure

- **Leave Request Procedure:** Employees should submit their leave requests in writing or through the company's HR system in advance. The request should specify the type of leave, duration, and any supporting documents (such as medical certificates or travel details).

- **Approval Process:** Upon receiving the leave request, the employer will review it based on operational needs and the employee's eligibility. If the leave request is approved, the employee will be notified promptly.
- **Rejection Process:** If the leave request is rejected, the employee must be informed in writing with clear reasons for the rejection. The employee may be offered alternative dates or suggestions for compensatory leave where applicable.

By ensuring clear communication and fair implementation of leave policies, private companies can maintain a balance between employee rights and business needs while adhering to Sri Lankan labor regulations.