

# SLT Leave & Attendance Procedures

## SLT Leave Regulations

- **Leave can be cancelled** by the granting or higher authority if needed for company interests.
- **Leave must be applied via ERP** and **cannot be taken without prior approval** (except in emergencies).
- **All leave must be approved** by the supervising executive or authorized officer.
- **No unauthorized absences**; failure to inform may lead to no-pay leave and disciplinary action.
- **Unforeseen absences** must be reported within 24 hours and confirmed upon return.
- **Leave requests** must be made **at least 2 days in advance**, except in emergencies.
- **Casual leave cannot directly follow sick leave** unless under special circumstances.
- **Sick leave (2 days)** usually doesn't require a medical certificate, but SLT can still request one.
- **Medical leave (2 days)** must be supported by a certificate, submitted within 4 working days.
- SLT may send employees to **medical practitioner nominated** for verification during sick leave.
- **Absence before a holiday** without approval = **No pay leave**, unless justified.
- Employees from **Telecom Dept on 01/09/91** retain their original leave entitlements.
- Employees who received **incentives for unused leave** forfeit that leave entitlement.

## Leave Entitlement

Leave Type	Permanent	Employees during first calendar year	Contract basis employees
Annual	14	-	14 (prorate basis)
Casual	7	7 (based on ½ day per month)	7
Sick	14	14 (prorata basis)	-
Total	35	21	21

## Leave Types and Guidelines

### 1. Annual Leave

- 14 days per year (to be used in the following year if employed the full previous year).

- For new employees:
  - Before 1st April: 14 days
  - 1st Apr – 30th Jun: 10 days
  - 1st Jul – 30th Sep: 7 days
  - After 1st Oct: 4 days
- On termination: entitled to earned leave + pro-rata leave for current year.
- Must apply in advance; carry-forward not allowed (except for employees joined on 01/09/1991).

## **2. Casual Leave**

- 7 days/year; prorated for new employees (1 day per 2 months).
- Apply in advance (unless emergency).
- Reason for leave must be stated.
- Max 6 days at once within Sri Lanka.

## **3. Sick Leave**

- 14 days/year.
- Medical certificate needed for absences over 2 days.

## **4. Short Leave**

- 1.5 hours leave, twice a month.
- Must report on time for the day to be eligible.

## **5. Half-Day Leave**

- Must complete half of working hours to qualify.
- Required working hours vary based on shift (see schedule provided in policy).

Duty period	If employee comes on or before relevant time, no ON of working hours for a ½ day	If employee comes after relevant ON time (late to work), no of working hours for a ½ day
8.30 – 16.15	3.5 hrs (8.30 -12.00)	4 hrs
9.00 – 16.45	3.5 hrs (9.00 – 12.30)	4 hrs
8.30 – 17.00	4 hrs (8.30 – 12.30)	4.5 hrs
8.30 – 17.30	4.5 hrs (8.30 – 13.00)	5 hrs
8.00 – 16.00	4 hrs (8.00 – 12.00)	4 hrs
8.30 – 18.00	5 hrs (8.30 – 13.30)	5.5 hrs

## **6. Duty Leave**

- 1 day/year to attend Trade Union AGM.
- Only granted with written approval for official purposes.

## **7. Consecutive 7-Day Leave**

- Employees may take 7 continuous working days (annual/casual leave).
- Requires:
  - Supervisor approval
  - Leave plan submission (preferably 90 days ahead)
  - No returning to duty before 7 days are completed

## **8. Maternity Leave**

- 84 working days full-pay per live birth.
- Not allowed to return within 4 weeks of childbirth.
- Miscarriage: use own leave with a medical certificate.
- Includes 1-hour daily time concession from 5th month onward.
- Must report back before using annual/casual leave post-maternity.

## **9. Childcare Leave**

- Up to 1 year no-pay (females only), post-maternity.
- Max 2 months can be taken pre-delivery with medical reasons.
- Reduces bonus and leave incentives proportionally.
- Must be taken continuously; not allowed once returned to duty.

## **10. Accident Leave**

- Max 1 year full-pay leave (Workmen's Compensation Act).
- Only if injured during or around working hours.
- Not counted against regular leave.
- Requires multiple supporting documents and CPO approval.

## **11. Special Leave**

- Permanent employees (1+ years) may get:
  - TB: 2 x 4 months full-pay (4 years gap between)
  - Cancer: up to 6 months full-pay
  - Dengue: up to 10 days full-pay
- Granted only after exhausting regular leave.

## ***12. Election Leave***

- Minimum 4 hours paid leave to vote.
- Additional leave based on distance to polling station:
  - 0–40 km:  $\frac{1}{2}$  day
  - 41–100 km: 1 day
  - 101–150 km:  $1\frac{1}{2}$  days
  - 151+ km: 2 days (max 1 day for daily travelers)

## ***13. Contesting Elections***

- Notify DGM/HR at least 10 days before nomination.
- Placed on no-pay leave from 1 week before nomination until election.
- Can use regular leave if eligible.
- Elected MPs must resign.

## ***14. Juror/Samatha Mandala Leave***

- Subject to CPO approval.

## ***15. Court Summons***

- Counted as leave unless summoned in official/company-related capacity (with DGM approval).

## ***16. Vacation Leave (Privileged Employees)***

- 24/28 days per year (can accumulate for 2 years = max 48 days).
- Weekends/public holidays not counted if spent in Sri Lanka.

## ***Lapsed Leave for departmental privileged employees***

- May use unused leave from any 2 years for medical reasons (DGM approval required).

## ***17. Pre-Retirement Leave***

- Entitled to proportional leave of current and previous year + 2 years of unused leave.

## ***18. Earned Leave (Resignation/Retirement)***

- Eligible for 14 days + proportionate leave for the current year.

## **19. Leave for Casual Employees**

- Eligible for casual & sick leave only.
- Not eligible for accident leave.

## **20. Authorized No-Pay Leave**

- Granted for critical illness (employee/family).
- Max 2 months (1 month + possible 1-month extension with verification).

# **Leave Records**

## **a) Manual Leave Recording System**

- Used **only if the online attendance system is unavailable**.
- Maintained by **Leave Agent** in a **Leave Register**.
- Separate records per employee, with **different types of leave shown separately**.
- Leave **entitlement** must be recorded against each employee.
- **Special leave** entries must be in **red ink** with references to supporting documents.
- All leave entries must be **authenticated by the approving officer**.
- A **monthly return report** of:
  - All leave taken (by type)
  - All unauthorized absences (no-pay)
  - Must be submitted by the **10th of each month** by the relevant **DGM or above**.

## **b) Online Leave Recording System (ERP)**

- All employees must apply for **leave, short leave, and movements** via **ERP**.
- Employees unable to use a computer can get help from **OTL Timekeepers (Leave Agents)**.
- OTL Timekeepers must **Maintain and follow up** on leave details of assigned employees.

## **Curbing Absenteeism**

- **Regular attendance** is a basic contractual obligation.
- Failure to attend regularly may result in **strict disciplinary action**, including **termination**.

### ***Common Attendance Offences:***

- a. Unauthorized absence
- b. Exceeding allocated leave → resulting in no-pay absence
- c. Malingering (pretending to be ill to avoid work)
- d. Leaving workplace without approval after marking attendance
- e. Late attendance

### ***Supportive Measures:***

- SLT promotes **training and counselling** to improve attendance behaviour.
- HR operates a **counselling programme** for attendance-related offenses.
- **Supervisors can refer** employees for counselling.
- Employees may also **self-enrol** for counselling.

## **Action Against Unauthorized Absence**

### **1. After 3 Working Days of Absence (No Approval/Notice):**

- a. Immediate executive officer must send **written communication** (tele-mail or registered post) to the employee's **permanent address**.
- b. Attempt to contact employee or family to determine reason for absence.

### **2. If No Response Within 7 Working Days of First Communication:**

- a. **First warning letter** to be issued on the **8th working day**.
- b. **DGM/HR Operations** to be informed; **salary is stopped**.

### **3. By the 15th Working Day of Absence:**

- a. **Second warning letter** to be sent on the **16th working day**.

### **4. If Still No Response After 10 More Working Days (from 2nd Warning):**

- a. All documentation to be submitted to **DGM HR Operations**.
- b. **Vacation of Post (VOP)** order to be sent by **registered post**, if it's confirmed that the employee intended to abandon their post.

### **5. For Employees on Overseas No-Pay Leave Who Vacate:**

- a. VOP process is executed directly by **DGM HR Operations**.

## **Summary Timeline of Disciplinary Action for Unauthorized Absence:**

<b>Timeline</b>	<b>Action</b>
<b>4th working day</b>	Send 1st communication (tele-mail/letter)
<b>8th working day (after 1st letter)</b>	Send 1st warning + notify DGM HR to stop salary
<b>16th working day (from absence)</b>	Send 2nd warning letter
<b>10 working days after 2nd warning</b>	Initiate <b>Vacation of Post (VOP)</b>

## **Appeals & Reinstatement:**

- If the employee responds with a **valid reason**, VOP **may be withdrawn** under certain conditions.
- Appeals must be made within **15 days of VOP** and are only considered in **grave, unavoidable circumstances**.

## **Exceeding Allocated Leave**

- 1. Definition:**
  - If an employee takes leave **beyond their entitlement** without **approval or valid reason**, it is considered **unauthorized no-pay leave**.
- 2. First Offense:**
  - Written warning** must be issued.
  - Employee should be informed that prior approval is required and that **disciplinary action** may follow if behaviour continues.
- 3. Repeated Offenses (2nd & 3rd Times):**
  - Second and third warning letters** must be sent by **registered post**.
  - In the **third letter**, clearly warn of **severe disciplinary action**.
  - Copy of third letter** to be sent to **DGM/HR Operations** with request to **stop salary**.
- 4. Further Violations After 3 Warnings:**
  - Send **all related documents** to **DGM/HR Operations** to initiate formal **disciplinary proceedings**.
- 5. Ongoing Issues:**
  - Previous year's disciplinary cases** will continue if employee **exceeds pro-rata leave** in the current year.
- 6. Exclusion:**
  - These provisions **do not apply** to **authorized no-pay leave** approved by management.

## **Malingering**

- **Malingering** refers to employees **pretending to be ill** or avoiding work **without valid reasons**.
- **Operational managers** must ensure employees contribute **honestly and fully**.
- If **malingering is identified**, the following steps should be taken:
  - **Refer the employee for counselling.**
  - If behaviour continues, issue **two written warning letters**.
  - If malingering persists, **request DGM/HR Operations** to initiate **disciplinary action**.

## **Leaving Workplace Without Approval**

1. **Serious Offense:**
  - a. Considered both an **attendance violation** and a **fraudulent act**.
  - b. Company will take **drastic disciplinary action**.
2. **Treatment of Time Away:**
  - a. Time spent outside the company without approval will be **deducted as leave**, based on the **duration of absence**.
3. **Repeat Offense:**
  - a. If repeated, the matter must be **referred to DGM/HR Operations** for **formal disciplinary proceedings**.

## **Late Attendance**

**Minor Late Arrivals:** Any three instances of arriving late by up to 30 minutes, without staying after hours to compensate, will count as **half a day's leave**.

1. **Significant Tardiness:** Arriving more than 30 minutes late will also be considered **half a day's leave** if the employee has already used their short leave.
2. **Repeated Offenses:** Habitual lateness without improvement may lead to **disciplinary actions**, including suspension, salary increment deferment, promotion delay, or postponement of confirmation in the position.

## **Medical Board:**

Employees requesting more than **two months of authorized no-pay leave** will be referred to the **Government Medical Board**.

- This policy **overrides all previous circulars, policies, or instructions** on the matter.

## **Movement Register:**

- Employee movements must be recorded through the **ERP system**.
- If the ERP is unavailable, the **respective leave agent** must maintain the **manual movement register** as per Table 4.35 a.

## **Guidelines for Recording Movement:**

- **From normal workplace:** Record the actual **time of leaving** and **time returned** to the workplace.
- **From residence:**
  - If the destination is closer to the **residence**, times are based on **leaving/returning to residence**.
  - If the destination is closer to the **workplace**, times are based on **leaving/returning to workplace**.
  - If unclear, record timings in a **practical and reasonable** manner.

All relevant columns in the register must be **accurately completed** by the concerned officers.