

## Overseas Leave Procedure

Document Number : HSPS/OLP/001

Controlled Document Copy No:

Original

Created By : The Committee


Checked By : CHRO

Approved By : CEO

Issue No : 001

Issue Date : Procedure Approved Date

Issued By : HR Operations Section

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## Document Control Sheet

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**1. Objective** : Uplifting employee's competencies which are required for the core-business and adding value to the company through foreign employment or higher studies.

**2. Principles** :

- Foreign employment or higher studies should directly relevant to the core-business.
- Only 10% of the particular staff category would be allowed.
- Annual work confirmation should be conducted from the university/institution and employment service level from the relevant foreign employer.


**3. Process :**

### 3.1 Scope:

Leave is to be regarded as a privilege, and not a right. Granting leave to company's employees is subject to the provision that no employee is entitled as a right, to be absent on leave for the number of days for which he is eligible. Leave is subject primarily to the exigencies of service, and it is at the discretion of the authority competent to authorize such leave. Once the Leave is granted it may be cancelled, or curtailed at any time by the granting authority, or by a superior officer, if such action is deemed necessary in the interest of the company. Overseas no pay leave for the confirmed permanent SLT employees will be granted for the purpose of enhancement of their professional and educational level.

The scope of this Procedure will cover following scenarios related to overseas leave.

- i) Overseas No Pay Leave for Employment
- ii) Overseas No Pay Leave for Higher Studies
- iii) Overseas Short Visits

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### 3.2 Eligibility

#### 3.2.1 Overseas No Pay Leave for Employment

Employee with minimum 05 years confirmed permanent service of SLT and maximum age limit is 55 years.

#### 3.2.2 Overseas No Pay Leave for Higher Studies

Employee with minimum 03 years confirmed permanent service of SLT and maximum age limit is 55 years.

#### 3.2.3 Overseas Short Visits

All permanent and contract employees of SLT are eligible to apply for overseas short visits.

### 3.3 Terms and Conditions

#### 3.3.1 Overseas No Pay Leave for Employment

**3.3.1.1** No pay leave granted for Overseas Employment will be increased as indicated in Table 01 and this opportunity can be utilized more than one time (minimum leave period shall be one (01) year) in his/her career at SLT up to a period of five (05) years. However extensions shall be considered with management discretion (subject to CEO's approval) on individual request of employees.


Table 01: Durations for overseas no pay leave.

Criteria	Minimum Service Period in SLT	Overseas Leave Duration
Employment	05 to 10 years of confirmed service	02 years
	10 years or above of confirmed service	05 years

**3.3.1.2** The employment should be relevant to his or her profession or present job. A letter from the foreign employer offering the employment with all contact details of the foreign employer including the foreign employment contract period should be provided with the application.

#### 3.3.2 Overseas No Pay Leave for Higher Studies

**3.3.2.1** No pay leave is granted only for pursuing regular course of advanced studies, which can be completed within two years (excluding PhD's), and if the knowledge gained by

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the employee is relevant to the core competencies of SLT. No extension will be considered for any purpose other than the completion of studies for which original approval had been obtained. Such extensions will be allowed at the sole discretion of the management depending on the situation and will not exceed a period of one year.

**3.3.2.2** Maximum 05 year No pay leave is granted only for PhD's depending on the course duration defined by the university / institute subjected to the sole discretion of the management. A letter from the foreign university confirming the admission and curriculum of the program shall be provided with all contact details.

### **3.3.2.3 Annual Confirmation from Foreign Institution**

Confirmation should be obtained from the relevant foreign institution for both overseas no-pay leave for employment and overseas no-pay leave for higher studies annually.

## **3.3.3 Overseas Short Visits**

**3.3.3.1** Overseas leave for short visits for a maximum period of two calendar months will be granted subject to the availability of their leave quota for the current year. However accumulated leave of immediate past year can be utilized to cover the balance of the total period for unavailed leave which has not been reimbursed as per the following scenarios.

### **a) Department Privileged Executive Staff**

Unavailed & unclaimed leave of immediate preceding two years once in five years

### **b) Department Privileged Non - Executive Staff**

Unavailed & unclaimed leave of immediate preceding year once in five years


### **b) All Other Staff**

#### **i) Staff on Confirmed Permanent Service:**

Unavailed & unclaimed leave of immediate preceding year once in three years.

#### **ii) Staff on Probation or Contract:**

Not entitled

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**3.3.3.2** Maximum of 14 days leave can be utilized by the staff on probation or contract, from their own leave subject to the availability of their leave quota and as authorized no pay leave.

**3.3.3.3** Vacation leave when it is to be spent outside the island includes Saturdays, Sundays & Public holidays falling within the period of such leave for the department privileged employees.

**3.3.3.4** Overseas no-pay leave for short visits can be requested on acceptable grounds for a maximum period of one-month once in five years within the period specified under the section **3.3.3.1**

**3.3.3.5** If an employee wants to spend extra number of days for his/her personal requirement during a foreign training, the employee may request additional leave from his/her leave quota prior to the visit. In such situation up to maximum period of five days leave can be granted by DGM/HR Operations.

**3.3.3.6** Overseas no pay leave will be granted for an employee for a maximum period of six months for medical treatments of the employee or his/her immediate family member who have ailments in critical nature for which overseas treatments are essential. However the employee should produce valid medical recommendation and leave will be granted subject to CEO's approval.

#### **3.3.3.7 Approval authority for granting leave for overseas short visits**


For all staff

- i. Up to 14 calendar days – Relevant DGM or above officer  
(Original of the approval should be sent to DGM/HR Operations)
- ii. More than 14 calendar days – DGM/HR Operations

**3.3.3.8** Duly filled overseas short visit leave applications should be forwarded to the HR Operations – Leave unit for the final approval only under following circumstances in addition to the 3.3.3.7 b.

- a. If there is a pending investigation against the employee.
- b. If an employee intends to obtain no pay leave (entitled leave + no pay) or lapsed leave for the short visit.



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- c. If the leave applicant is an employee on contract or probation.
- d. If special approval is granted by the Employee Services section to participate special events such as trade union seminars, athletic meets, etc.
- e. If an employee wants to spend extra number of days for his/her personal requirement during a foreign training.

**3.3.3.9** The duly approved application shall be forwarded to the leave agent/ Oracle Time & Labour (OTL) Time Keeper of the relevant section three days prior to commencing overseas visit and the relevant leave agent/OTL Time Keeper shall update ERP after the employee reports back to work for the approved short visit period up to 14 calendar days.

**3.3.3.10** In case an employee has not reported to duty after the approved overseas leave period, it is the responsibility of the relevant supervising officer to inform DGM/HR Operations immediately.

**3.3.3.11** Letters confirming the approved overseas leave period for the purpose of obtaining Visa will be issued only by the HR Operations section.

**3.3.3.12** An employee who leaves the country on short visits should inform the relevant authorities as specified in the Procedure nevertheless of visits falling on holidays.

**3.3.3.13** Leave utilization should be in following order


**a. For Department Privileged Staff**

- i. Vacation
- ii. Casual
- iii. No pay

**b. For All Other Staff**


- i. Annual
- ii. Casual
- iii. Sick
- iv. No pay

**3.4 Other Conditions (applicable for Overseas No Pay Leave for Employment and Overseas No Pay Leave for Higher studies)**

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- 3.4.1** The combination of the above two categories (Overseas No Pay Leave for Employment and Overseas No Pay Leave for Higher studies) should not exceed maximum of five years no pay leave period.
- 3.4.2** All the employees who apply for overseas leave have to settle all the bonds, loans and other dues to the company and return all inventories, tool items and information assets before leave is granted.
- 3.4.3** The overseas leave period will not be reckoned for all matters where the service period is taken into account such as promotions, transfers etc.
- 3.4.4** The number of requests accommodated at a time should not exceed 10% of the category of employment at a given time.
- 3.4.5** The relevant supervisor should ensure that internal arrangements are made to overlook the duties of the officer who goes on overseas no pay leave. Any exceptions shall be subjected to CEO's approval.
- 3.4.6** Employee should complete his/her ongoing assignments before leaving.
- 3.4.7** Bond and obligatory service:  
 Signing of a bond/ obligatory service for granting overseas no pay leave is not required with effect from 06<sup>th</sup> March 2017 as per the GCEO's Circular No. 17/2017.
- 3.4.8** An administrative fee will be imposed to the employee prior to granting/extending Leave and administrative fee will be calculated as follows.  

$$\text{Administrative fee} = (\text{Half month last drawn consolidated salary} \times \text{Number of years on overseas no pay leave}) + \text{LKR } 50,000/=$$
 Note: LKR 50,000/= of administrative fee is a onetime charge.
- 3.4.9** Employee should submit the leave application at least one month prior to the expected date of leave.
- 3.4.10** After resumption of duty, the employee should submit the following documents of proof.
- a. Overseas No Pay Leave for Employment**  
 Letter of appointment and service letter obtained from the employer.
  - b. Overseas No Pay Leave for Higher Studies**  
 Certificates relevant to the course of study.
- 3.4.11** Placement of the employee who returns after overseas no pay leave will be done based on the availability of vacancies and at the sole discretion of the management.

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**3.4.12** After returning, the employee will be placed at his/her basic salary as per the company Salary Procedure .

**3.4.13** In case an employee has not reported to duty after the approved overseas leave period, it is the responsibility of the relevant supervising officer to inform DGM/HR Operations immediately.

**3.4.14** Employee cannot apply for Overseas No Pay Leave for Employment or Higher Studies while on overseas short visit.

**3.4.15** Employee can request extension of overseas no pay leave period while on abroad and granting approval is at the sole discretion of the management.

**3.4.16 Approval authority for granting overseas no pay leave (applicable for Overseas No Pay Leave for Employment and Overseas No Pay Leave for Higher Studies)**

**5.16.1** DGM & above staff – CEO

**5.16.2** All other staff – CHRO with the recommendation of relevant Chief Officer

### **3.5 Specimen applications**

- i. Application for obtaining overseas no pay leave (HROS/FOL/003)
- ii. Application for obtaining overseas short visit (HROS/FOL/004)

**-END-**