**CATEGORIES OF LEAVE**

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| **LEAVE TYPE** | **NUMBER OF DAYS GIVEN BY THE COMPANY** |
|
| **1) Annual Leave / Vacation Leave** | **1st Year – N/A** |
| **If employment commences :**   * 1st Quarter - **14 days** * 2nd Quarter - **10 days** * 3rd Quarter - **7 days** * 4th Quarter - **4 days**   The entitlement for the **2nd year** is based on the quarter of the year commencing the employment. |
| The entitlement from 3rd year Onwards **- 14 days** |
| **2) Maternity Leave** | * 84 working days (1st and 2nd child and 42 days for others) * 14 days of maternity leave can be taken before confinement. * In computing maternity leave all holidays under the shop and office Act as given below must be excluded. * One and half days weekly holidays * Poya and other public holidays * Statutory Holidays * Nursing intervals are not prescribed for employees covered under “Shop and Office Employees Act’. * 42 working days “Maternity Leave” in relation to births of subsequent children or issue of ‘viable fetus’ are the recommendation. |
| **3) Casual Leave** | * **0**1st Calendar Year – ½ day per month * 07 days from 2nd Calendar year |
| **4) Medical Leave** | **07 days** |
| **5) Statutory Holidays declared for the year** | * At present, the following 08 days are declared each year. * Thai Pongal Day, National Day, Milad-un-Nabi (Holy Prophets B’day), Day prior to Sinhala and Tamil New Year day, Sinhala and Tamil New Year, May Day, Day following Vesak Full Moon Poya Day and Christmas Day. |
| **6) Study Leave** | **07 days** |
| **7) Other types of leave** | **\*\*\* Please keep options to add more leave types.** |