

To All Staff,

Maternity Leave Policy

This circular introduces the revised Maternity and Paternity Leave Policy effective from 1 January 2023.

All female employees are entitled to 90 days of fully paid maternity leave for their first two children, reducing to 45 days for subsequent children. Medical certification must be submitted to HR at least 30 days prior to the expected leave commencement date.

For male employees, they are eligible for paternity leave of 10 days with full pay, which must be availed within 30 days of childbirth. To be eligible for either maternity or paternity leave, employees must have completed at least 2 years of continuous service with the company.

This policy supersedes all previous maternity leave guidelines and will remain in effect until further notice.

Dineth Rathnayake,

Chief Human Resource Officer