

To All Staff,

Maternity Leave Policy

This circular introduces flexible return-to-work options, effective from 1 March 2022.

Female employees may now opt for part-time work (4 hours/day) for 1 month following their maternity leave.

Adoption leave is extended to 70 days for children under 5 years old.

Surrogacy arrangements now require pre-approval via HR portal with legal documentation.

This policy supplements but does not repeal Circular No. 12/2021.

Isuri Liyanaarachci,

Chief Human Resource Officer