

To All Staff,

Maternity Leave Policy

This circular supersedes all prior maternity/paternity policies, effective 1 February 2024.

Key provisions:

- Maternity leave: 120 days fully paid for all children
- Paternity leave: 20 days (must be taken within 90 days of childbirth)
- Service requirement reduced to 1 year (from 2 years)
- Surrogacy and adoption cases now covered under standard maternity terms

All earlier circulars on this subject are hereby repealed.

Dineth Rathnayake,

Chief Human Resource Officer