

To All Staff,

### **Maternity Leave Policy**

This circular extends the Circular No. 49/2019, effective from 15 October 2020.

- Additionally, other than the paid maternity leaves, female employees will have 30 days of unpaid leave for their first children.
- Commissioning mothers in surrogacy arrangement will have 150 days of paid maternity leave upon submission of legal documents.
- Paternity leave is increased to 21 days for male employees, applicable within 60 days of childbirth.
- All applications must be submitted through the updated HR portal with relevant documentation.

All other conditions of Circular No. 49/2019 remain in effect unless explicitly modified herein.

Tharushi Jayarathne,  
Chief Human Resource Officer