

To All Staff,

Maternity Leave Policy

This circular repeals Circular No. 01/2023 and introduces new terms, effective 1 February 2023.

Key changes include:

- Maternity leave: 105 days paid leave for all children (removing previous distinctions)
- Paternity leave: 14 days (within 60 days of childbirth)
- Eligibility period reduced to 1 year of service (from 2 years)

All prior conflicting policies are hereby voided.

Dineth Rathnayake,

Chief Human Resource Officer