

To All Staff,

**Employee Leave Policy**

This circular amends Circular No. 11/2017, effective from 1 July 2020.

- The annual leave entitlement is reduced to 14 days per calendar year. Sick leave is extended to 10 days, with a carry-over limit of 7 unused sick leave days to the next year.
- Employees may now convert up to 2 unused casual leave days into annual leave at the end of the year.
- Additionally, a new bereavement leave of 3 days is introduced for immediate family members, subject to HR approval.
- All leave requests must now be submitted via the updated HR portal with two-factor authentication.

All other conditions of Circular No. 11/2017 remain in effect unless explicitly modified herein.

Vishwa Perera,

Group Chief Executive Officer