

To All Staff,

**Maternity Leave Policy**

This circular repeals Circular No. 34/2016, effective from 1 September 2018.

- The new maternity leave policy extends paid maternity leave to 100 days for all children, removing the distinction between first, second, and subsequent children.
- Paternity leave is increased to 14 days, applicable within 60 days of childbirth.
- We are also introducing adoption leave of 56 days for primary caregivers of children adopted below 5 years of age.
- All applications must be submitted through the updated HR portal with relevant documentation.

This policy is effective until further notice or amendment.

Isuri Liyanaarachci,

Chief Human Resource Officer