



## UNIVERSITY GRANTS COMMISSION

Commission Circular No: 04/2013

No.20, Ward Place,  
Colombo 07.  
19<sup>th</sup> March, 2013.

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **LEAVE ENTITLMENT OF FULL TIME SUB-WARDENS IN THE UNIVERSITY SYSTEM**

Your attention is invited to the Commission Circular No 912 of 17.05.2009, on the above matter.

02. The University Grants Commission at its 859<sup>th</sup> meeting held on 05.10.2012 decided that full-time Sub-Wardens in the University System should be granted 90 days of annual leave, subject to the condition that leave avail by them on Saturdays, Sundays and Public Holidays should also be covered within 90 days leave entitlement.

04. However, the Officer approving leave to Sub-Wardens should ensure that student hostels/halls of residence are functioned smoothly without any disruption during the period of such leave.

05. The Commission Circular No. 912 of 17.05.2012 is hereby rescinded.

06. Please take action accordingly.

**Prof. Kshanika Hirimburegama**  
Chairperson

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