



## UNIVERSITY GRANTS COMMISSION

Commission Circular No: 08/2013

No.20, Ward Place,  
Colombo 07.

14<sup>th</sup> May, 2013.

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### SABBATICAL LEAVE TO TEACHERS & OFFICERS

Your kind attention is invited to the provisions in Commission Circulars No. 408 of 20.10.1989, No. 896 of 08.07.2008, No 938 of 15.11.2010 and subsequent amendments thereon.

02. The University Grants Commission at its 861<sup>st</sup> and 870<sup>th</sup> meetings held on 12.11.2012 and 21.03.2013 respectively has decided that teachers / officers who obtain two years of with-pay sabbatical leave after completion of 14 years of service could be granted passage twice. Accordingly, the Circular No. 896 of 08.07.2008 is amended hereby with following provisions;

- (a) Letter/Letters of placement or a personal letter of intent stating the purpose of leave for the entire period of sabbatical leave to be spent locally or abroad should be submitted by the applicant along with the request for Sabbatical Leave.
- (b) Purpose of obtaining Sabbatical Leave should be clearly specified in the request. Sabbatical Leave would be allowed only for employment and Professional Development purposes.
- (c) Requests for Sabbatical Leave should be first evaluated by the Leave and Awards Committee of the University Grants Commission/Higher Educational Institutional/s for final approval of the Commission / governing authorities, as the case may be.

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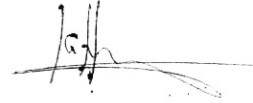
(d) Teachers / Officers who obtain two years of with-pay sabbatical leave after completion of 14 years of service are entitle for passage twice if they return to Sri Lanka while on Sabbatical Leave.

03. Furthermore, it was also decided at the 862<sup>nd</sup> meeting of the Commission held on 26.11.2012 that the period spent on sabbatical leave should not be counted when calculating the service period to be eligible for next sabbatical leave and that the date of eligibility for next sabbatical leave should be considered from the date of resumption of duties after availing of sabbatical leave.

04. The provisions in Commission Circular No. 896 dated 08.07.2008 are hereby rescinded. The other provisions which are presently in force on Sabbatical Leave will continue to apply where they are not inconsistent with the provisions of this Circular.

05. The Provisions of this Circular ~~are~~ effective from 15.11.2012.

06. Please take action accordingly.



**Prof. Kshanika Hirimburegama**  
Chairperson

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