



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 10/2013

No. 20, Ward Place
Colombo 07

02nd September 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

MATERNITY LEAVE AND NURSING INTERVALS FOR FEMALE EMPLOYEES OF THE UNIVERSITY SYSTEM

Your attention is drawn to Commission Circular No. 885 dated 01.12.2006, re-implementing the provisions of Commission Circular Nos. 719,759 and Establishments Circular Letter No. 9/2004 with regard to Maternity Leave and Nursing Intervals for Female employees in the University System.

The University Grants Commission at its 877th meeting held on 18.07.2013 decided that the female employees in the University System are eligible for Maternity Leave and Nursing Intervals as follows.

1. Maternity Leave

Female employees whether permanent, temporary, casual or trainee of the Commission/ Higher Educational Institutes will be granted maternity leave by the Chairman of the Commission/ Principal Executive Officer or an Officer authorized by him/ her on that behalf.

a) Maternity Leave with Full Pay

- i. A Female officer is entitled to 84 working days of full pay leave in respect of every live childbirth and they will not be allowed to resume duties before the expiry of 04 weeks from the date of birth of the child. A medical certificate or a birth certificate of the child should be produced to obtain leave under this Section.
- ii. In calculating maternity leave, Public Holidays, Saturdays, Sundays and holidays applicable to the University System falling within such period should not be included.
- iii. This period of leave should not be set off against the balance leave available to the officer, and should be treated as special leave with full pay.

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