

~~Public Administration Circular No. 80~~
Establishments Series No. 58

My No. 163/1/52(L/L)
Ministry of Public Administration,
Local Government and Home Affairs,
Torrington Square,
Colombo 7, 31st January, 1974.

To: All Secretaries to Ministries
and Heads of Departments.

Grant of Half Day's Leave to State Officers.

Since under the 5 day working week the new office hours are from 8.00 a.m. to 4.15 p.m., it has become necessary to define "a half day's leave" in the new context. It has, therefore, been decided that for an officer to obtain "a half day's leave" he should work a minimum of 3½ hours continuously either in the morning session alone or in the afternoon session alone or both morning and afternoon sessions put together, exclusive of the lunch interval.

2. Where office hours exceed those specified above the same principle will apply and the number of hours an officer should work to obtain "a half day's leave" shall be not less than half the total number of working hours excluding the lunch interval, either in the morning session alone or in the afternoon session alone or in the morning and afternoon sessions put together.

P.T.O.

3. ~~These instructions apply only to officers working five days a week and not to those employees to whom Public Administration Circular No. 33 still applies.~~

4. Please bring the contents of this Circular to the notice of all employees under your Ministry/Department.

Sgd: P. H. Siriwardene
Secretary,

Ministry of Public Administration,
Local Government and Home Affairs.

a/30.