

Public Administration Circular letters: 03/2013

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Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07

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Secretaries to Ministries
Chief Secretaries of Provincial Councils
Heads of Departments

Granting of Maternity leave in Terms of Public Administration Circular No. 04/2005 to new appointees to Public Service who receive their permanent appointments after child birth

A large number of inquires are received in respect of procedure that should be followed in granting maternity leave in terms of Public Administration Circular No. 04/2005 to female public officers who have delivered a baby prior to receiving their permanent appointments. At such occasions action should be taken in the following manner.

02. As per the provision of the above circular, female public officers are granted maternity leave to ensure nutrition and protection to the child. Accordingly the remaining number of days after deducting the number of days between the date of the child birth and the date of assumption of duties of the newly appointee, from the maternity leave of 84 days can be granted as full pay leave as per provisions of Public Administration Circular No. 04/2005.

03. In case where the officer is entitled to obtain either leave with half pay or no-pay after the above calculation, the officer shall also be granted such leave on her request.

04. Further, it is informed that the leave granted to the officers deviating from the above instructions, who have received appointments in public service after child birth and who are still within the period entitled to obtain leave with full pay, half pay and no- pay as per Public Administration Circular No. 04/2005, shall be revised making necessary adjustments.

Sgd: P.B. Abeykoon
Secretary
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