

My No- EST-6/03/LEA/3186-1  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

21.05.2021

Secretaries to Ministries  
Secretaries to State Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
District Secretaries/ Government Agents  
Divisional Secretaries

### **Granting of Leave to Graduate Trainees**

It has been decided at the meeting of the Cabinet of Ministers held on 03.05.2021 to take actions as follows with regard to the leave of the graduate trainees who are attached to government institutions under Training of Unemployed Graduates / Diploma Holders at Government Institutions – 2020 programme.

- I. Granting two (02) paid leave per month to all trainee graduates during the training period and deducting a portion equal to 1/30 of the monthly allowance considering the leave obtained during the month in addition to those two days as unpaid leave.
  - II. Granting full paid maternity leave of eighty four (84) days from the birth of the child for female graduate trainees who have been recruited for a training period of one year excluding Saturdays, Sundays and public holidays.
  - III. To make these provisions applicable for all the female Graduate Trainees, who have not exceeded, at the time of receiving the appointment of Graduate Trainee, eighty four days (84) after the birth of the child, and to treat the leave with no pay obtained before the above date, if such leave has been obtained, as the leave with full pay.
02. You are requested to take action accordingly and to inform all institutions under you in this regard.

Sgd/ J.J. Ratnasiri  
Secretary  
Ministry of Public Service,  
Provincial Councils and Local Government