



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.

- iv. In the case of a still birth or the death of the child before the expiry of 06 weeks from the date of childbirth, 06 weeks leave from the child birth should be granted as special full pay leave on the production of the death certificate of the child or a medical certificate.

b) Nursing Intervals

After the expiry of maternity leave, female employees of the University System are entitled to two nursing intervals each of one hour's duration for breast feeding in the morning and in the afternoon or other arrangement in agreement with the Management from the date of resumption of duties after maternity leave for a period of six (06) months or until the child is one year old whichever occurs earlier.

c) Concession granted during the period of Pregnancy

At the end of the 05th month of pregnancy a female employee is allowed to report for work half an hour late and to leave the place of work half an hour before the normal time of departure. This concession is given until the employee avails herself of maternity leave only. This may be granted from the beginning of the sixth month of pregnancy on submission of a request from the employee concerned together with a certificate from a Medical Officer to the effect that she has completed the 05th month of pregnancy.

d) No pay maternity (Special) leave

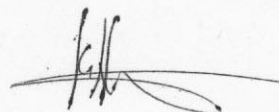
The female employee can be granted a maximum of 06 months of no-pay (special) maternity leave in respect of a child birth, provided she has satisfied the conditions stated at (i) and (ii) given below and when leave granted in terms of sub-paragraph (a) above has exhausted.

- i. Where a Government Obstetrician and Gynecologist certifies that the child was in an abnormal condition at the time of birth, and in circumstances where the normal maternity leave obtained in respect of such child is exhausted and a Government Pediatrician certifies that the child is still in that abnormal condition, and therefore mother's special personal care and attention is still essential for the child.
- ii. In circumstances where a Government Obstetrician and Gynecologist certifies that on account of complications arising out of child birth, the mother needs further rest.
- iii. Except in circumstance mentioned in d (ii), this leave will be approved only if the child is living. As this leave was obtained for the purpose of looking after the child, in the event of the death of the child such leave will be treated as cancelled after seven days from the date of the death of the child.

- iv. Leave granted in terms of the above rules should not be a constraint for salary increments and for pension purposes. Such leave should also not be an obstacle for consideration in connection with promotions due to vacancies occurring and promotions during the period of no-pay leave.
- v. When a female employee wishes to get a portion of this leave cancelled and to report for duty, she can do so after informing the Head of the Institution.
- vi. If it appears that the female employee is utilizing this leave for purposes not contemplated in Section d (i) and (ii), such leave will be subjected to cancellation and she will be required to report for duty immediately.
- vii. In calculating leave granted under these provisions, Public holidays, Saturdays, Sundays and Special Leave granted to the University System falling within the period of leave should be included.
- viii. Before granting leave under these provisions, the Head of the Institution concerned should make satisfactory arrangements for the regular recovery of any monthly installments in respect of loans or advances given to the employee.

The Provisions of the Commission Circulars No. 719,759,885 and Establishments Circular Letter No. 9/2004 respectively will not be operative hereinafter without prejudice to any action taken so far under such Circulars/ Circular Letters.

Please take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

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