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UNIVERSITY GRANTS COMMISSION

Commission Circular No. 860

20th Ward Place,
Colombo.

21st March, 2005

Vice- Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

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

Your kind attention is drawn to Commission Circular Nos. 719, 759 and the Establishments Circular Letter No.9/2004 dated 17.10.1997, 05.04.2000 and 13.10.2004 respectively on Granting of Maternity Leave and Nursing Intervals for Female Employees in the University System.

The University Grants Commission at its 680th meeting held on 10th February, 2005 decided to adopt relevant provisions of Public Administration Circular No. 4/2005 dated 3rd February 2005 issued on " Maternity Leave - Chapter 12 of the Establishments Code"

Accordingly, para 05 of chapter X of the Establishments Code of the UGC & Higher Educational Institutions/Institutes as amended by Commission Circular No.719, 759 and Establishments Circular Letter No 9/2004 are further amended as follows with effect from 01.01.2005.

1. Maternity Leave

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

a) Maternity Leave with Full Pay

- i A Female officer is entitled to 84 working days with 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. For the purpose of obtaining leave under this section a medical certificate or the birth certificate of the child should be produced.

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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 date of 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) Maternity Leave on Half pay

i After the exhaustion of leave in terms of Sub Section 1 (a) (i) above, the officer is entitled to 84 days leave on half pay for her to look after the child.

ii. Public holidays, Saturdays, Sundays and holidays applicable to the University System falling within the period of half pay leave should be treated as half pay leave.

c) Maternity Leave on No Pay

i After the end of leave approved under sub section 1 (b) i above, it is possible to grant 84 days no pay leave only if such leave is required for the purpose of looking after the child.

ii When calculating leave under this section, Public Holidays, Saturdays, Sundays and holidays applicable to the University System falling within that period should be included.

iii Before granting this leave the Head of the Institution should satisfy himself that satisfactory arrangements have been made to recover without interruption any monthly installment in respect of loans or advances granted to the officer.

d) In the case of a miscarriage the Officer can avail herself of the vacation leave she is entitled to on the production of a medical certificate.

e) After the expiration of the maternity leave obtained under sub section 1 (a) i the officer should be allowed to leave office one hour before the normal time of departure for them to breast feed the child provided no leave mentioned in sub section 1 (b) i has been availed of. This concession should be continued only till the child completes the age of six months (06).

- f) Further, when the officer reached the 05th month of Pregnancy she should be allowed to attend office half an hour later than the normal time of attendance and leave office half an hour before the normal time of departure. This concession is available only till maternity leave is granted.
- g) Leave referred to under sections 1 (b) i and 1 (c) i is granted only when the child is alive. However if the child dies for some reason or other, such leave will be cancelled after 07 days of such death since the leave has been granted for the purpose of looking after the child.
- h) Leave granted in terms of sub sections 1(b) i and 1(c)i above should not have any adverse effect on salary increments and pensions. Also such periods of leave should not adversely affect the filling of vacancies and granting of promotions occurring during such period of no pay leave.
- i) If the officer wishes to get a portion of the leave under sub sections 1 (b) i and 1(c) i cancelled and to report for duty, she can do so after informing the Head of the Institution.

02. Only Officers who have not exhausted the 84 days full pay leave obtained in terms of Public Administration Circular No.03/2004 on the date this circular is effective, can avail themselves of leave under sub-sections 1 (b) i and 1(c) i. Officers who have completed 84 days full pay leave on 01.01.2005 are not entitled to half pay or no pay leave mentioned in this circular.

UGC Circular Nos.719, 759 and Establishments Circular Letter No. 9/2004 dated 17.10.1997, 05.04.2000 and 13.10.2004 respectively are hereby cancelled with effect from 01.01.2005 without prejudice to any action taken so far under such Circular/Circular Letter.



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