



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 19/2016

No. 20, Ward Place  
Colombo 07

16<sup>th</sup> December 2016

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### SABBATICAL LEAVE TO TEACHERS AND OFFICERS

Your attention is invited to section 5(b) of Commission Circular No. 408 of 25/10/1989 and Commission Circular No. 938 of 15/11/2010 regarding Sabbatical Leave to Teachers and Officers.

2. In view of the provisions of Universities (Amendment) Act, No. 17 of 2016, the University Grants Commission at its 953<sup>rd</sup> meeting held on 17/11/2016 decided to amend the provisions of Commission Circular No. 938 as follows;

“Teachers should terminate sabbatical leave before the 64<sup>th</sup> birthday.

In the case of officers the following conditions shall apply;

- (i) If an officer wishes to retire from the service on completion of the age of 55 years, he/she should terminate sabbatical leave before the 54<sup>th</sup> birthday.
- (ii) If an officer wishes to retire from the service on completion of the age of 60 years, he/she should terminate sabbatical leave and resume duties before his/her 59<sup>th</sup> birthday.
- (iii) If an officer wishes to retire from the service between the ages of 56-59 years, he/she should terminate sabbatical leave and resume duties before his/her preceding birthday, i.e. which falls one year prior to the date of retirement.”

3. The other provisions of Commission Circular No. 408 and subsequent amendments made in this regard will remain unchanged.

4. The Commission Circular No. 938 of 15.11.2010 is hereby rescinded.

5. Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

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  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Deans of Faculties
  7. Registrars of Universities

Contd..2/

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9. Bursars of Universities
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11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses /Institutes
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13. Internal Auditor/UGC
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