

CHAPTER X

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CHAPTER X

LEAVE TO UNIVERSITY STAFF

1. General

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| 1.1 Leave is a privilege and not a right. It is granted subject to the exigencies of service and may be curtailed or cancelled at any time by the authority granting leave. | Leave is not a right |
| 1.2 No person employed in the Commission/ Higher Educational Institution/ Institute may absent himself from his work without leave of absence having been previously obtained in accordance with these Rules. | Absence without leave |
| 1.3 The grant of leave of absence is subject to the needs of the Commission/ Higher Educational Institution/ Institute and exigencies of the service. | Grant of leave subject to needs |
| 1.4 Leave once granted may be withheld, curtailed or recalled if it is necessary to do so in the interests of the Commission/ Higher Educational Institution/ Institute as the case may be. | Leave subject to recall |
| 1.5 Where any rule in this Chapter stipulates that any description of leave shall be allowed by any particular authority/ officer, such leave shall be allowed only by such authority/ officer and any extension of such leave shall also be allowed by such authority/ officer, provided that; | Authority for the grant of leave |
| <ul style="list-style-type: none"> (i) if any variation to this rule is permitted by any specific provisions in these rules, leave may be granted by such other authority /officer named in the specific provision ; | Subject to specific alternative provision |

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| <p>(ii) in respect of leave to be spent out of the island the rule is that, all such leave shall be allowed by the Commission/ Governing Authority of the Higher Educational Institution/ Institute for its respective staff ;</p> | <p>When on leave out of the island</p> |
| <p>(a) If an employee to whom leave out of the island has been granted is unable to commence the leave as from the date approved by the granting authority, the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, may in his discretion vary the date of commencement of the leave without affecting the quantum and conditions of the leave allowed for the purpose, within a period of three months from the original date of granting leave and inform the granting authority at the earliest opportunity ;</p> | <p>Delay in commencement of leave out of the island</p> |
| <p>(b) If in any unavoidable or exceptional circumstances, an employee to whom leave out of the island had been granted is unable to return on the due date, the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute concerned, as the case may be, may grant extension of leave in his discretion for periods not exceeding fourteen days in all and inform the granting authority at the earliest possible opportunity.</p> | <p>Delay in returning from leave out of the island</p> |
| <p>1.6 An officer who is authorised or nominated to grant leave may not grant his own leave, but shall submit his application for leave to his</p> | <p>No officer may allow his own leave</p> |

immediate superior for consideration. (The exception under sub-paragraph 54.1 of this Chapter).

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| 1.7 | Applications for leave to be spent in the island should be made in the prescribed form and should be submitted well in time to ensure that satisfactory acting arrangements are made in regard to attending to the duties of the employee concerned. | Applications for leave in the island |
| 1.7.1 | Leave applications of teachers and other academic support staff (Demonstrators, Instructors, etc.) should be submitted through the relevant Head of the Department of Study and the Dean of the Faculty to the Principal Executive Officer of the Higher Educational Institution/ Institute, and through him to the Governing Authority where necessary. | Routing of leave applications of teachers etc. |
| 1.7.2 | Leave applications of non-academic staff in a Department of Study or the office of the Dean should be approved by the Head of the Department of the Study or the Dean of the Faculty as the case may be. | Non-academic staff in Departments of Study/ Dean's office |
| 1.7.3 | Leave applications of non-academic staff in other administrative offices should be approved by the respective Head of the Division/Centre/Unit or the Registrar/ Secretary of the Higher Educational Institution as appropriate. | Non-academic staff in administrative offices |
| 1.7.4 | The above procedure for channelling and approval of leave applications shall <i>mutatis mutandis</i> apply to the staff of the Commission, Campuses and Institutes. | Commission/ Campuses/ Institutes |

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| 1.7.5 The Head of the Department of Study/ Dean of the Faculty or the Head of the Division/ Centre/ Unit as the case may be should satisfy himself that suitable arrangements have been made for the performance of the applicant's work during the period of the leave applied for. | Acting arrangements for work during leave |
| 1.7.6 The applicant should furnish in his leave application the address at which he may be contacted while on leave. Any change in the address already furnished should be notified immediately to the authority who granted his leave. | Address while on leave |
| 1.7.7 In cases of urgency, where it is not possible for a person to obtain prior approval of leave, he may apply for leave by email/ tele-mail/ telephone message/ Short Message Services (SMS). The telephone message/ email/ tele-mail/ SMS should be sent to reach the applicant's immediate superior officer before 12 noon of the first day of such absence. Such message will be submitted to the officer granting leave. If a reply has to be sent to the applicant, the cost of any of such reply may be recovered from the applicant. | Applications by email /tele-mail |
| 1.7.8 In case of extreme urgency where it is not possible to obtain prior approval of leave and the leave does not exceed one day, a request for leave may be made by telephone to the immediate supervisory officer before 12 noon of the day of absence. Any other person receiving the message on his behalf should record the message and submit it to the officer granting leave. Application for any | Request for leave by telephone |

extension of leave beyond one day should be made in writing.

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| 1.8 | <p>(a) All permanent employees of the university system other than the employees defined as 'Teachers' and Full Time Sub-Wardens are entitled for 45 days of annual leave in any one year of which a maximum of 21 days may be used as casual leave and the balance 24 days as vacation leave subject to other conditions stipulated in this Chapter [Refer sub-paragraph 3.1.3 and 45.1(i) below].</p> | Annual Leave of employees other than teachers and full time sub-wardens |
| | <p>(b) Employees defined as 'Teachers' are entitled to 21 days of casual leave during a year and shall be eligible to receive medical leave with pay up to 14 days in any year subject to other conditions stipulated in paragraphs 42 and 43 in this Chapter.</p> | Annual Leave of teachers |
| | <p>(c) Full time Sub-Wardens are entitled to 120 days of annual leave subject to the conditions stipulated in sub-paragraph 45(1) (ii) and other paragraphs of this Chapter as appropriate.</p> | Annual Leave of full time sub-wardens |
| 1.9 | <p>The shortest period of leave to be allowed and recorded in respect of persons who work for five days a week will be half a day. If a person, whose usual working hours are from 8.30 a.m. to 4.15 p.m., works for a minimum of three and a half hours (whether in the morning session alone or in the evening session alone or in the morning and afternoon sessions together) exclusive of lunch interval time and is on leave for the rest of the day, his leave for that day should be counted as half a day's leave. If a person, whose usual working hours are more than the hours</p> | Half a day's leave |

stipulated above, works for a minimum of half the number of his usual working hours excluding the lunch interval time, (whether in the morning session alone or in the afternoon session alone or in the morning and afternoon sessions together) and is on leave for the rest of the day, his leave for the rest of the day should be counted as half a day's leave.

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| <p>1.9.1 The grant of half a day's leave is not applicable to teachers and other temporary academic staff (Temporary Lecturers/ Temporary Demonstrators/ Temporary Instructors, etc.).</p> | <p>Not applicable to teachers and other temporary academic Staff</p> |
| <p>1.10 Applications for leave to be spent out of the Island should be made on the prescribed form and should be forwarded to the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as is appropriate, through the proper channel for submission to the Commission/ Governing Authority as the case may be, for consideration. Such applications from the staff of a Campus/ Institute should be sent to the Vice-Chancellor of the University to which the Campus/ Institute is attached/affiliated, for consideration by the Council of such University through the proper channel.</p> | <p>Leave to be spent out of the Island</p> |
| <p>1.10.1 The provisions of sub-paragraphs 1.7.1 to 1.7.4 should be complied with in channelling overseas application forms. Such applications should be accompanied by ;</p> <p>(a) President/ Prime Minister's Approval Form</p> <p>(b) Copy of letter of award or letter of invitation to attend Seminar/ Conference, etc.</p> | <p>Documents to accompany</p> |

- (c) Statement of leave spent out of the island by the applicant in the past; date, duration and purpose; purpose of the leave now applied for; if for following a course of study, whether the course has been approved by the Commission/ Higher Educational Institution/ Institute as the case may be; if for attending a seminar, conference, etc. whether as nominee of the Government or Commission or Higher Educational Institution/ Institute and if not whether application to attend such seminar, conference, etc. has been recommended by the Commission/ Higher Educational Institution/ Institute as the case may be; if for qualifying for confirmation and promotion by a probationer, whether the relevant Head of Department of Study/ Dean of the Faculty and the Principal Executive Officer have recommended the course of studies and the leave required for the purpose. It is the responsibility of the officer recommending leave to see that provisions given in this Chapter have been satisfied.
- (d) Statement of the total cost involved for the tour and source of funds.
- (e) Any other information relevant to the application.

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| 1.10.2 | An application for leave out of the island should be forwarded to the Chairman of the Commission / Principal Executive Officer of the Higher Educational Institution / Institute well in advance of commencement of the proposed leave, in order to meet the processing time required by higher authorities such as the Commission, Line Ministry, Prime Minister's Office etc. as imposed by the government from time to time. | Application to be made well in advance of proposed leave |
| 1.10.3 | The applicant is solely responsible for obtaining necessary approvals sited above prior to leaving the country. | Responsibility of the applicant |
| 1.11 | A register should be maintained in the Commission/ Higher Educational Institution/ Institute as the case may be, in which should be recorded all leave granted to the staff employed therein. Leave to teachers during vacations need not be recorded in the leave register but, should be filed of record in the personal file. | Leave Register |
| 1:12 | For purposes of recording the number of days of leave taken ; | Calculation of leave for recording |
| | (a) Saturdays, Sundays, public holidays and special university holidays should be excluded from ; | |
| | i. medical and casual leave to teachers | |
| | ii. annual leave to other employees | |
| | iii. leave on submission of a sick note (in terms of paragraph 3 of this Chapter) | |
| | (b) Saturdays, Sundays, public holidays and special university holidays and university vacations where applicable, should be included for ; | |
| | half-pay leave | |
| | no-pay leave | |
| | leave spent out of the island | |

- (c) Leave specified in days, weeks or in months or in years should be recorded in days, weeks, months or years as the case may be.
- 1.13 When a person is transferred from the Commission to a Higher Educational Institution/ Institute or vice versa, or from one institution to another, a record of all leave availed of by the person during each year since his first appointment should be furnished without delay to the Commission/ Higher Educational Institution/ Institute to which he is transferred. Leave record on transfer
- 1.14 Short Leave
- 1.14.1 All employees of the Commission and of all Higher Educational Institutions/ Institutes other than teachers may be allowed the concession of obtaining short leave not exceeding one and a half hours on each occasion, subject to the number of occasions being restricted to two per month. A record of short leave allowed to each employee should be maintained by the officer of the administrative staff who sanctions such leave (Refer subparagraph 4.1 of Chapter IX). Short Leave only twice a month
- 1.14.2 Short leave granted to an employee is not counted against the annual leave entitlement of the employee. Not counted against annual leave
- 1.15 When leave is granted under any of the provisions specified in this Chapter, an employee is not allowed to avail of other types of leave within that period of leave except in the case of maternity leave. Not allowed to use two types of leave in the same instance
- If an employee wishes to avail of other types of leave at the end of leave already granted, such employee should fulfil pre-conditions associated with granting of such leave. Exceptions

2. Leave of absence from station

A person may not absent himself from his station without prior permission having been obtained from the same authority/officer who is authorised to grant him leave under these Rules. A formal request in writing for such permission should be made in all instances, even though verbal permission may have been granted or the day in question is a non-working day or the absence from station is in connection with his official duties.

Permission to leave
station

3. Leave on submission of a sick note or a medical certificate

3.1 Leave on submission of a sick note or a medical certificate will be granted by the Chairman of the Commission/Principal Executive Officer of Higher Educational Institution/ Institute or an officer authorised by him in that behalf in the following instances;

3.1.1 On a sick note for a period not exceeding three days (Secretary of the Commission/ Registrar of a University/ Secretary of a University College/ the most senior officer in the administrative staff of a Campus/ Institute/Centre for Higher Learning are authorized to approve such leave).

Sick note

3.1.2 On a medical certificate from the University Medical Officer for such period as recommended by him.

Medical Certificate

3.1.3 Such leave will be deducted initially from the casual leave and thereafter from vacation leave entitlement of the person concerned.

3.2 Where, on account of distance from his residence or other valid reason, a person is unable to present himself before a University Medical Officer to obtain a medical certificate, he may

Medical Certificates
from medical
officers other than
the University

obtain one from the nearest Government Medical Officer or a registered and qualified medical practitioner. Any request for extension of such leave shall be on the production of a further medical certificate from the same medical officer/practitioner, unless there are valid reasons why it is not possible to obtain it from the same medical officer/practitioner.

Medical Officer

- 3.3 “Registered and Qualified Medical Practitioner” for this purpose will also include a medical practitioner registered under the Ayurveda Act, provided that medical certificates issued by such a medical practitioner will be accepted for the grant of sick leave for a period not exceeding fourteen days. Any extension of leave beyond this period shall be on the production of a medical certificate from the University Medical Officer or a Government Medical Officer.

Practitioner under the Ayurveda Act

4. **Medical Board**

- 4.1 The Commission/ Governing Authority may send any person employed in the Commission/ Higher Educational Institution as the case may be, before a competent Medical Board either appointed by the Commission/ Governing Authority as the case may be or by the Director General of Health Services referred to in subparagraph 1.5 of Chapter XII, to ascertain whether such person is physically and/ or mentally fit to discharge his duties efficiently, if such person had been on protracted sick leave affecting his work or for any other reason. In regard to staff of Campuses/ Institutes, such decision shall be taken by the Council of the University to which such institution is attached/ affiliated.

Medical Board

- 4.2 The expenses connected with a Medical Board shall be borne by the Commission/Higher Educational Institution/ Institute as the case may be, unless for good and proper reasons the Commission/ Governing Authority decides that the expenses shall be a charge on the person concerned.
- Expenses in connection with Medical Board

5. Maternity/Paternal Leave

- 5.1 Female employees whether permanent, temporary, casual or trainee of the Commission/ Higher Educational Institutions /Institutes will be granted maternity leave by the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute concerned or an officer authorized by him in that behalf.
- Eligibility
- 5.2 At the end of the 5th 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 concession 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 5th month of pregnancy.
- Concession granted during pregnancy
- 5.3 A Female employee is entitled to 84 working days full pay leave in respect of every live child birth and they shall not be allowed to resume duties before the expiry of four weeks from the date of the birth of the child. A Medical Certificate of a registered and qualified medical practitioner or a copy of the Birth Certificate of the child should be produced to obtain leave.
- Maternity Leave with full pay

- 5.3.1 In calculating Maternity Leave, public holidays, Saturdays, Sundays and holidays applicable to the university system falling within such period should not be included.
- 5.3.2 This period of leave should not be set off against the balance leave available to the employee and should be treated as special leave with full pay.
- 5.3.3 In the case of a still birth or the death of the child before the expiry of 6 weeks from the date of childbirth, 06 weeks leave from the child birth should be granted as special full pay leave on the submission of Death Certificate of the child or a medical certificate. Still birth or death of the child
- 5.3.4 Any female employee, who has received an employment in the university system after a child birth and still within the maternity leave period, is entitled for remaining number of days after deducting the number of days between the child birth and the date of assumption of duties. Provisions in sub-paragraphs above shall apply to such appointees as well. Remaining period of leave where necessary
- 5.4 Female employees of the university system are entitled to two nursing intervals each one 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. Nursing intervals

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| 5.5 | The female employee can be granted a maximum of 06 months of maternity (special) leave without pay in respect of a child birth provided she has satisfied the conditions stated in sub-paragraphs 5.5.1 and 5.5.2 below and when leave granted in terms of sub-paragraph 5.3 above has exhausted. | Maternity (special) leave without pay |
| 5.5.1 | Where a Government Obstetrician and Gynaecologist 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. | Certification of Government Obstetrician and Gynaecologist |
| 5.5.2 | In circumstances where a Government Obstetrician & Gynaecologist certifies that on account of complications arising out of child birth, the mother needs further rest. | |
| 5.5.3 | Except in circumstances mentioned in sub-paragraph 5.5.2 above, such leave shall be approved only if the child is living. As such 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. | Only if the child is living |
| 5.5.4 | 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 leave without pay. | Not a constraint for salary increments and pension/promotion |

- 5.5.5 When a female employee wishes to get a portion of such special leave cancelled and to report for duty, she can do so after informing the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute concerned. When special leave to be cancelled
- 5.5.6 If it appears that the female employee is utilizing such special leave for purposes not contemplated in sub-paragraphs 5.5.1 and 5.5.2 above, such leave will be subject to cancellation and she will be required to report for duty immediately. When leave taken in contravention of provisions of this paragraph
- 5.5.7 In calculating leave granted under these provisions, public holidays, Saturdays, Sundays and special university holidays falling within the period of leave should be included. Holidays to be included
- 5.5.8 Before granting leave under these provisions, the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute concerned should make satisfactory arrangements for the regular recovery of any monthly installments in respect of loans and or advances given to the employee. Recovery of loans and advances
- 5.6 Leave to obtain treatment for sub-fertility
- Permanent female employees in the university system, who are needed to obtain treatment for sub-fertility on the recommendation of a consultant Obstetrician and Gynecologist may be granted leave without pay to be spent in or out of the island for a maximum period of one (01) year by the Commission/ Governing Authority of Higher Educational Institution/ Institute as the case may be. Leave for treatment for sub-fertility

5.7 Paternal Leave

- 5.7.1 A permanent, temporary, casual or trainee employee is entitled to a period of 03 working days leave in the occasion of the birth of a child to his wife. Paternal Leave
- 5.7.2 The leave available under this provision should be made use of within a period of 03 months from the date of birth of the child.
- 5.7.3 Applications for paternal leave shall be supported by the Marriage Certificate of the employee, the Medical Certificate of a registered qualified medical practitioner relating to the birth of the child or a copy of the Birth Certificate of the child by the employee concerned in proof of the birth of the child.

6. Lieu Leave

- 6.1 Where a person is called upon to work on a public holiday/ Saturday/ Sunday/ special university holiday or on a weekly off day to which he is entitled, the Secretary of the Commission or Registrar/ Secretary of a Higher Educational Institution or the most senior officer in the administrative staff of a Campus/ Institute/Centre for Higher Learning as the case may be, shall allow him leave in lieu of the holiday or weekly off-day on which he has so worked, if he has not claimed overtime/holiday pay etc. Such leave should be accommodated within one year of the occurrence of the university holiday or weekly off day on which he has worked and shall lapse thereafter. Allow within one year
- 6.2 Lieu leave will not form part of the leave to which the person is normally eligible. Not part of normal leave entitlement

7. Accident Leave and Special Leave for an illness contracted while on duty

7.1 Accident leave will be allowed only if the impairment or the loss of earning capacity in relation to the job of the person concerned or the permanent disfiguration of the body of the person following an injury arises under the following circumstances;

Conditions for the grant of accident leave

- (a) during the performance of his duty;
- (b) while not on duty but in the performance of an act which is within the scope of his ordinary duties, or
- (c) in consequence of any act performed in the execution of his duties ;
- (d) while on a journey: from his place of residence to his place of work to report for duty or from his place of work to his place of residence after duty; or
- (e) while on a journey from his place of work to attend to official work or while on the return journey to his place of work.

Provided that where the officer ;

- (i) has not met with the injury acting in violation of any law or institutional rule or regulation; and/ or
- (ii) there is no contributory negligence on the part of the employee (a reduction should be made of the compensation otherwise payable).

7.1.1 If the employee was under the influence of liquor at the time of an accident occurred he should not be paid any compensation.

When compensation is not payable

7.1.2 Payment of compensation in this regard should be as per existing government regulations on a recommendation of a

Payment of compensation

Medical Board appointed by the Governing Authority of the institution concerned.

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| 7.2 | The Commission or the Governing Authority of the Higher Educational Institution/ Institute as the case may be, may allow accident leave on full pay up to one year and thereafter on half pay up to six months to persons employed in the Commission/ Higher Educational Institutions/Institutes, other than casual, daily paid employees, provided the application is supported by a medical certificate from the University Medical Officer or a District Medical Officer to the effect that; | Up to one (01) year full pay and six (06) months on half pay |
| | 7.2.1 the person is unfit for duty as a consequence of the accident for the period specified therein; and | |
| | 7.2.2 the person is undergoing proper medical treatment having regard to the injuries sustained by him. | |
| 7.3 | Accident leave will not be counted against the normal leave entitlement of the person. | Not counted-against normal leave entitlement |
| 7.4 | Accident leave may not be granted in conjunction with leave of any other type. | not counted with any other type of leave |
| 7.5 | The Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, may allow special leave to a person employed in the Commission/ Higher Educational Institution/ Institute other than a casual daily paid employee who contracts an illness in the actual discharge of his duties, provided he is satisfied on a certificate issued by the University Medical Officer that the illness | Special leave for illness contracted while on duty |

was contracted in the actual discharge of his duties without his own default, and in circumstances specially attributable to the nature of his official duties.

8. Special Leave for contracting quarantinable diseases

8.1 The Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute or an officer authorised by him in that behalf will allow special leave on full pay to a person employed in the Commission / Higher Educational Institution/ Institute as the case may be, other than a casual daily paid employee who has contracted a quarantinable disease [Cholera, Plague, Relapsing Fever (louse borne), Smallpox, Typhus Fever (louse borne), Yellow Fever and any other illness termed as quarantinable by the Director General of Health Services] during the period of segregation. The period of segregation should be supported by a certificate from District Medical Officer (DMO) or Medical Officer in charge of a Local Government body. Refer paragraph 6 of Chapter XII.

Special full pay
leave

8.2 Special leave for other medical purposes

The Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute or an officer authorised by him in that behalf as the case may be, with the approval of the Commission/ Governing Authority concerned, shall allow special leave on full pay to a person employed in the Commission/ Higher Educational Institution/ Institute, other than a casual/ daily paid employee who has undergone major surgery such as heart surgery, kidney or liver transplant etc. (Refer sub-paragraph 1.4 of Chapter XII).

Special full pay
leave for other
medical purposes

9. Special Leave for religious observances

9.1 Special leave not exceeding two hours may be granted at the discretion of the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute or an officer authorised by him in that behalf as the case may be, to Muslim employees in the Commission/ Higher Educational Institution/ Institute for the purpose of religious observances on Fridays commencing from 12.15 p.m. subject to the exigencies of the service.

To Muslim employees

9.1.1 This special leave may be granted on condition that the person may if necessary, be required to work outside his normal office hours to make up for the time spent on such special leave.

9.2 The Commission/ Governing Authority of a Higher Educational Institution may allow necessary leave to a Muslim female employee in the service of the Commission/ Higher Educational Institution as the case may be, for observing "Iddha", setting off such leave against vacation leave of the relevant year as well as all unused vacation (accumulated or lapsed) leave accrued during the entire service. Any leave beyond this should be without pay. Such leave to female Muslim employees employed in Campuses/ Institutes will be allowed by the Council of the University to which such Campus/ Institute is attached/ affiliated.

Female Muslim employees for observing "Iddha"

10. Special Leave for attending classes during office hours

10.1 Permission may be granted at the discretion of the Chairman of the Commission or the Principal Executive Officer of the Higher

Attending classes during office hours

Educational Institution/ Institute to a person employed in the Commission/ Higher Educational Institution / Institute as the case may be, to attend study classes during office hours where such classes are:

(a) conducted in recognised institutions;

or

(b) arranged by a trade union, welfare society or a group of employees of the Commission/ Higher Educational Institution/ Institute with the approval of the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/Institute as the case may be, to present such employees for examinations connected with their promotions, confirmations, efficiency bars etc.

Arranged by trade unions etc.

10.1.1 Such absence will not be regarded as a debit against their normal leave entitlement, provided that ;

Conditions

(a) the total leave does not exceed one hour a day;

(b) the leave does not extend beyond 9.30 a.m. or commences earlier than 3.15 p.m.;

(c) the person is held responsible for the proper discharge of all his normal duties (this concession will be withdrawn if the work of the person is adversely affected);

(d) the concession will not be granted if at any particular time the number of persons seeking it is felt to be excessive;

(e) the circumstances of each individual case should be such as to merit the concession; and

- (f) the person gives an undertaking that he will work, if so required, outside his normal office hours for a period equivalent to the period of his absence.

10.2 There is no objection to extending on the same conditions, the concession granted under subparagraph 10.1 above to a person attending a class referred to therein which is conducted after office hours, where leave of absence to cover the time required for travel is necessary to enable him to be in time for the class.

Travel time for
classes after office
hours

11. **Paid Leave for employees to sit for Examinations**

A maximum total period of two months (60 days) of leave with pay excluding holidays and week-ends will be granted up to six occasions in an employee's career to sit examinations.

Leave to sit
examinations

Such leave will be granted for professional advancement in areas directly relevant to any employee's field of activity in the university system. Leave shall be approved by the Commission or the respective Governing Authority or as delegated, on the recommendation of the Head of the Department of Study/ Division/ Centre/ Unit, Dean of the Faculty/ Registrar/ Secretary as the case may be, subject to the exigencies of service.

12. **Special leave for voting at elections**

The Chairman of the Commission or the Principal Executive Officer of a Higher Educational Institution/ Institute or an officer authorised by him in that behalf should grant special leave without loss of pay to all persons employed in the Commission/ Higher Educational Institution/ Institute including casual employees to enable them to cast their votes at

Presidential,
Parliamentary and
other elections

Presidential, Parliamentary, Provincial Council, Local Government Elections and Referendum etc. held by the Government. Leave granted should be for such continuous periods as may be deemed necessary in each case subject to a minimum period of four hours for Presidential, Parliamentary Elections and Referenda and two hours for Provincial Council and Local Government Elections. Where the employee is registered as a voter in a constituency/ district other than the one in which he is working, duty leave up to four days as is actually required to travel for this purpose should be granted.

13. Special leave for Sports

13.1 The Commission or the Governing Authority of a Higher Educational Institution may allow special leave on full pay to a person employed in the Commission/ Higher Educational Institution/ Institute as the case may be, who is selected to represent Sri Lanka in any branch of sport in Sri Lanka or abroad, provided such selection has the approval of the Ministry of Sports. The leave should cover the duration of the event and the minimum period required for travel. Approval of such leave for employees of Campuses/ Institutes should be given by the Council of the University to which they are attached/ affiliated. This leave will not be counted against the normal leave entitlement of the employee concerned.

To represent
country in sports

13.2 The concession referred to in 13.1 above may also be extended under the same conditions by the same granting authority to a person employed in the Commission/ Higher Educational Institution/ Institute who is appointed to function as an official of a National Team in Sri Lanka or abroad, provided such appointment has been approved by the

Officials of a
National Team

Ministry of Sports. The granting authority for leave under this paragraph in respect of employees of Campuses/ Institutes will be the Council of the University to which they are attached/ affiliated.

- 13.3 The Chairman of the Commission or the Principal Executive Officer of a Higher Educational/Institute may in his discretion grant special leave on full pay to a person employed in the Commission/ Higher Educational Institution/ Institute as the case may be, who is taking part in a local or foreign competition organized or recognized by the Commission/ Higher Educational Institution/ Institute or who is representing the country/ institution in a competition played locally or abroad. Such leave will not be counted against his normal leave entitlement.
- Participation in other sports competitions

- 13.4 The concession referred to in sub-paragraph 13.3 above may be extended under the same conditions to persons who officiate as Umpires, Referees and Judges in such competitions.
- Umpires/ referees/ judges

14. Special leave to attend annual sessions of certain Professional Bodies

The Chairman of the Commission or the Principal Executive Officer of a Higher Educational Institution/ Institute as the case may be, may allow special leave to persons employed in the Commission/ Higher Educational Institution/ Institute, who are members of the Sri Lanka Medical Association, the Institute of Engineers Sri Lanka, the Sri Lanka Association for the Advancement of Science and such other institutes, associations or bodies as may from time to time be approved by the Commission, to attend the annual sessions of such bodies, provided that their services could be spared without affecting the work of the

Meetings of scientific, professional bodies

Commission/ Higher Educational Institutions/ Institutes as the case may be. Such leave will not be counted against their normal leave entitlement. Free railway warrants may also be issued for the purpose where necessary, but no other travelling expenses are payable.

15. **Compulsory leave on Special Grounds**

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| 15.1 | Where on any special grounds it is considered that it would not be in the interest of the Commission or the Higher Educational Institution/ Institute or in the public interest that any person employed in the Commission/ Higher Educational Institution/ Institute should continue to perform the functions of his office or where a person is kept away from his work place for reasons beyond his control, the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute may place such person on compulsory leave for such periods as the Commission or the Governing Authority of the Higher Educational Institution/ Institute as the case may be, may think fit. | Compulsory leave |
| 15.2 | The leave will be set off against his normal leave entitlement and any period beyond that will be on full pay as a special case. | Set off of such leave |
| 15.3 | Persons who are compelled to keep away from work for reasons beyond their control in terms of sub-paragraph 15.1 above shall be paid their increments for the period they were on compulsory leave. | Increments |

16. **Compulsory leave under the Shop and Office Employees Act**

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|------|---|---------------------------------------|
| 16.1 | Persons employed in the Commission/ Higher Educational Institutions/ Institutes and work in | Minimum 14 days:
continuous 7 days |
|------|---|---------------------------------------|

offices shall take a minimum of fourteen days leave each year out of their normal leave entitlement, seven days of which shall be continuous.

16.1.1 The timing of such leave should be by mutual arrangement between the employee concerned and the Head of his Department/ Division/ Centre/ Unit.

16.2 The leave should be availed of within the year for which it is due and no compensatory payment shall be made for such leave not availed of within the year. No compensatory payment

17. Leave to employees on contract

An employee, who is appointed on contract for a period of one or more than one year, will be eligible to casual leave on a proportionate basis as applicable for “new entrants” vide sub-paragraph 45.1(i) of this Chapter.

Casual leave

18. Duty leave within Sri Lanka

18.1 Duty leave within Sri Lanka may be granted by the Chairman/ Secretary of the Commission or Principal Executive Officer/ Registrar of the Higher Educational Institution/ Institute as the case may be in the following circumstances;

Duty leave within the island

18.1.1 When the person is sent strictly on business of the Commission/ Higher Educational Institution/ Institute to any place out of his work place.

For work out of his station

18.1.2 When the person who is a member of a Volunteer Force of the Sri Lanka Army, Navy or Air Force is called over on duty or when he is required to attend training camps, week-end camps and military training exercises.

For duty with Volunteer Forces

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|--------|---|---|
| 18.1.3 | When the person who is a member of the Special Police Reserve is called out for duty or is required to attend training camps. | For duty with Special Police Reserve |
| 18.1.4 | When the person is permitted to represent an accused person at a disciplinary inquiry and has to attend inquiries or examine documents connected therewith or when a person is summoned as an official witness at such inquiry. | For attending disciplinary inquiries |
| 18.1.5 | When the person is permitted to sit an examination conducted by the Commission/ Higher Educational Institution/ Commissioner General of Examinations in connection with an appointment, promotion, and confirmation in appointment, promotion over an efficiency bar or has to present himself for an interview in connection therewith. Duty leave for this purpose shall be for the days of the examination or that part of the day when the interview is held. | Examinations and interviews for University posts etc. |
| 18.1.6 | When a person is required to attend courts in his official capacity. | |
| 18.2 | The period of duty leave will be for the actual period of duty and the minimum period required for travel where necessary. | Duration of duty leave |
| 18.3 | The Commission or the Governing Authority of a Higher Educational Institution may grant duty leave out of the island in connection with official business such as negotiation of procurements and supplies, inspection of stores and equipment, signing agreements and similar purposes of the Commission/ Higher | Duty leave out of the island |

Educational Institutions/ Institute as the case may be. Such duty leave shall be granted for the actual period of the official business and the minimum period required for travel (vide paragraph 44 of this Chapter).

- 18.4 The provisions of this paragraph do not apply to leave required for study/ training by the staff of the Commission/ Higher Educational Institutions/ Institutes. Does not include leave for study/training

19. **Duty leave for Trade Union work**

- 19.1 The Secretary of the Commission or the Registrar/ Secretary of a Higher Educational Institution or the most senior officer of the administrative staff of an Institute/Centre for Higher Learning may grant members of a registered trade union, subject to exigencies of service, a day's duty leave to attend an Annual General Meeting (AGM) of only one trade union. A member attending such an AGM may also be given one set of railway warrants (to go and return) to the station closest to the venue of the AGM or transport facilities be provided at the lowest price quoted, if the cost of transport involved is less than the cost incurred in issuing the railway warrants. The transport agent who quoted the lowest cost should be selected by calling for quotations from transport agents including state transport services. For Annual General Meetings

- 19.1 (a) This concession will be applicable only in respect of one trade union of the employee's choice. However, members of a branch union of a trade union recognized by the government are entitled to obtain a half a day's duty leave to attend one AGM of a branch union in addition to the concession given in sub-paragraph 19.1 above. AGM of a branch union

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| 19.2 | Members of deputations of registered trade unions may be allowed duty leave and railway warrants where necessary, to interview the Chairman of the Commission in regard to salaries, allowances and conditions of service of their members. Before leave is granted and railway warrants issued where necessary, the granting authority should make sure that an interview has in fact been arranged on the date/s in question. | Deputations of Trade Union representatives |
| 19.3 | The President, the Secretary and the Treasurer of a registered Trade Union may subject to the exigencies of the service, be allowed two hours duty leave each day on two days per month to attend to duties pertaining to trade union matters. | Trade Union matters |
| 19.4 | Care should be taken to ensure that the duty leave and railway warrants under this paragraph are not availed of by persons who are not registered members of trade unions or whose membership has lapsed. | Not for Non-members |
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| 20. | Half-pay leave | |
| 20.1 | The Chairman/ Secretary of the Commission or the Principal Executive Officer/ Registrar of a Higher Educational Institution/ Institute or an officer authorised by him in that behalf as the case may be, may allow leave on half pay to be spent in the island for such periods as he may think fit, to persons employed in the Commission/ Higher Educational Institution/ Institute other than casual daily paid employees, on account of an illness medically certified for a total of one month on any one occasion. Where the period is over one month or the number of occasions is more than one in any year, the matter should be submitted to the | On account of illness |

Commission or the Governing Authority of the Higher Educational Institution/ Institute concerned for its decision.

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| 20.2 | Half pay leave may be allowed only when the person has exhausted his normal leave entitlement and requires further leave on grounds of illness. | Only when normal leave entitlement is exhausted |
| 20.3 | When a person receives in addition to the salary of his appointment, an allowance granted to him personally, and not permanently attached to his office, he may, when absent on half pay leave draw only one half of such allowance. | Allowances payable during half pay |
| 20.4 | Leave on half pay begun in one year and continuing into the next year must be treated as a continuous period of half pay. | Half pay leave falling into two years |
| 20.5 | For pension purposes, only half the period of any leave on half pay will be reckoned as service. | Half pay for pension purpose |
| 20.6 | Saturdays, Sundays, public holidays and special university holidays falling within a period of leave on half pay should also be reckoned as on half pay. | Holidays |
| 20.7 | Half Pay Leave for Primary level employees:
A primary level employee who has been assigned a salary scale denoted by the salary codes UPL(1), UPL(2) and UPL(3), with a continuous service for a period of five (5) years or more and whose service warrants the concession, at the discretion of the Chairman/ Secretary of the Commission or the Vice-Chancellor/ Registrar of a University or the Director / Secretary of a University College or the Principal Executive Officer / the most senior officer in the administrative staff of a Campus/ | Continuous service of 5 years or more |

Institute/Centre for Higher Learning as the case may be, may be allowed half-pay leave not exceeding one month in any one year for illness supported by a medical certificate when he has exhausted all the available leave permitted in this Chapter.

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| 20.7.1 | Leave in terms of above paragraph may also be allowed to an employee (irrespective of the length of service) who is suffering from any infectious diseases given in paragraph 6 of Chapter XII. | Infectious diseases |
| 20.8 | Half pay granted should be reported to Auditor General. | Report to Auditor General |
| 21. Leave without pay for Illnesses or Urgent Personal Reasons | | |
| 21.1 | The Chairman/ Secretary of the Commission or the Principal Executive Officer/ Registrar of a Higher Educational Institution as the case may be, may allow to persons employed in the Commission/ Higher Educational Institution/ Institute as the case may be, other than to casual daily paid employees, leave without pay to be spent in the island for such periods as he may think fit, but not exceeding three months, on grounds of illnesses as medically certified, or for very urgent personal reasons. | Up to three months |
| 21.2 | Such leave may also be spent out of the island in exceptional circumstances with the approval of the Commission/ Governing Authority of the Higher Educational Institution as the case may be. | Abroad on exceptional circumstances |
| 21.3 | Leave without pay under this paragraph is not intended to be used for study or training or for a holiday for which purposes leave should be obtained under the appropriate provisions. | Not for holiday or other purposes |

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| 21.4 | Leave without pay under this paragraph will be allowed only after the available full pay and half pay leave entitlements have been exhausted. | Only after all other leave have been exhausted |
| 21.5 | Saturdays, Sundays, public holidays and special university holidays falling within a period of leave without pay should also be reckoned as on without pay. | Saturdays, Sundays, public holidays and special university holidays |
| 21.6 | All leave without pay should be reported to the Auditor General. | Report to Auditor General |

22. Leave without pay for purposes of study or for taking up employment abroad

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| 22.1 | All categories of staff who had been confirmed in their respective first appointment in the service of the Commission and of Higher Educational Institutions/ Institutes other than those eligible for sabbatical leave may be granted leave without pay for the purpose of study or for taking up employment abroad or for the combined purpose of employment and study abroad. The granting authority of such leave will be the Commission or the Governing Authority of the Higher Educational Institution. Such leave to employees of Campuses/ Institutes shall be granted by the Council of the University to which they are attached/ affiliated. | Only to those not eligible to sabbatical leave |
| 22.2 | The total period of leave without pay to any employee under sub-paragraph 22.1 above shall not exceed five years in the entire duration of his career with the Commission/Higher Educational Institution/ Institute. | Only once during entire career |

This leave, while for study on any continuous period should not exceed three (03) years whilst for employment or for both study and taking up employment abroad or *vice versa* may be given for a total period of five (05) years.

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| 22.3 The grant of this leave shall be subject to the exigencies of service. | Subject to exigencies of service |
| 22.4 The five years leave entitlement without pay under this paragraph shall be independent of any leave availed of by the employee concerned. | Independent of any other leave |
| 22.5 No period of leave without pay granted to an employee under this paragraph shall immediately precede or immediately follow any leave granted to him for the purpose of foreign training on the basis of a scholarship/award or other type of leave. | Not to precede or follow other leave |
| 22.6 The employee availing himself of leave without pay shall be called upon to sign an agreement and bond undertaking to serve the Commission/ Higher Educational Institution/ Institute, as the case may be, for a specified period. | Agreement and bond |
| 22.7 Leave without pay given under this subparagraph may be reckoned for the purpose of increments on resumption of duties. The employee concerned may be placed on the salary step he would have reached had he not gone abroad, provided that the officer normally approving that employee's increments has no adverse report regarding his work and conduct during the period of his leave without pay, which would, under normal circumstances, have disqualified him from being paid his increment. | Placement on a salary step on resumption of duties |
| 22.8 Any extensions of leave on medical grounds to employees who are abroad on leave without pay for the purposes of employment or study may be decided by the Governing Authority on | Extension of leave on medical grounds |

the merits of each case on submission of acceptable medical certificate.

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| 22.9 | Satisfactory arrangements should be made during the period of leave without pay for the regular recovery of monthly instalments to any loans/advances given to the employee. | Satisfactory arrangements to recover loans and advances |
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23. Leave on Resignation from Appointment

A person who has tendered his resignation from his appointment shall not be entitled to any type of leave within the period of notice of resignation of his appointment.	Not entitled for leave
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24. Types of leave to which Teachers are eligible

The types of leave to which teachers of Higher Educational Institutions/ Institutes are entitled, are as follows ;	Types of leave to Teachers
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- (a) Study Leave
(refer paragraph 27 of this Chapter)
- (b) Sabbatical Leave
(refer paragraph 37 of this Chapter)
- (c) Special Leave
(refer paragraph 38 of this Chapter)
- (d) Leave to attend seminars, conferences and training programmes, etc.
(refer paragraph 39 of this Chapter)
- (e) Leave to serve the Government of Sri Lanka
(refer paragraph 40 of this Chapter)
- (f) Leave during vacation
(refer paragraph 41 of this Chapter)
- (g) Casual Leave
(refer paragraph 42 of this Chapter)
- (h) Medical Leave
(refer paragraph 43 of this Chapter)

- (i) Maternity/Paternal Leave, and
(refer paragraph 5 of this Chapter)
- (j) Duty Leave
(refer paragraph 44 of this Chapter)

25. Approval of Leave to Teachers

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| 25.1 Except as provided in (c) below, all leave to teachers shall be granted by the Governing Authority | By Governing Authority |
| <ul style="list-style-type: none"> (a) Leave not exceeding two weeks at a time may be granted by the Principal Executive Officer of the Higher Educational Institution/ Institute concerned in respect of teachers of Higher Educational Institutions/ Institutes, provided the leave is to be spent within the island. | By Principal Executive Officer |
| <ul style="list-style-type: none"> (b) Special Leave shall be granted by the Governing Authority. | Governing Authority |
| <ul style="list-style-type: none"> (c) Casual leave not exceeding six days at any one time may be allowed; <ul style="list-style-type: none"> i. to Deans of Faculties of the Higher Educational Institution by the Principal Executive Officer of the Higher Educational Institution. | Principal Executive Officer |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. to Heads of Department of Study by the Dean of the Faculty concerned. | By the Dean |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> iii. to any other teacher by the relevant Head of the Department of Study. | Head Department of Study |
| <ul style="list-style-type: none"> (d) Leave during vacations of Higher Educational Institutions/Institutes may be availed of by any teacher with the approval of the Principal Executive Officer of the Higher Educational Institution/Institute concerned, provided however, that any such leave to be spent | During vacations |

abroad shall be granted only by the Governing Authority subject to other conditions imposed by the government from time to time.

26. Granting Authority for Leave Abroad to Teachers

26.1 Leave of any description spent abroad shall be granted only by the Commission/Governing Authority of the Higher Educational Institution concerned, subject to the conditions stipulated in sub-paragraph 1.10 of this Chapter. Such leave in respect of teachers in a Campus/ Institute shall be granted by the Council of the University to which such Campus/ Institute is attached/ affiliated.

Granting Authority
for leave abroad

26.2 All leave, including leave during vacation out of the island shall be granted subject to exigencies of service and any leave granted may be recalled by the Commission/Governing Authority or the Principal Executive Officer of the Higher Educational Institution/Institute concerned.

Subject to recall

27. Study Leave for Teachers

27.1 A teacher, who has received a scholarship or other award for a postgraduate degree in a university or an institution recognized by the Commission, may be granted study leave abroad or locally to read for such degree in the first instance with pay with the approval of the Governing Authority, provided that it leads to confirmation and/or promotion to a higher grade.

Postgraduate
Degree leading to
confirmation/
promotion

27.2 Higher Educational Institution/ Institute concerned should ensure that the foreign university/ institution in which a teacher intends to register to follow the course of

In a recognized
institution by the
Commission

study, is a recognized institution. The recognition of foreign universities/institutions should be determined as per the information provided in the International Handbook of Universities/ Commonwealth Universities Yearbook, which are the authenticated documents at present and any other document/ criteria which may be decided by the Commission from time to time (list of recognized foreign universities/ institutions is available in the web site of the Commission i.e. www.ugc.ac.lk).

27.3 Maximum period of leave to those who have been recruited as Lecturer (Probationary)/ Assistant Librarian;

27.3.1 Maximum permissible period of study leave with pay to those who have been recruited as Lecturer (Probationary)/ Assistant Librarian shall be as follows;

With pay

- (a) 24 months (2 years) may be granted for a Master's Degree with or by research
- (b) 39 months (3 years and 3 months) may be granted for a Doctoral Degree
- (c) where obtaining a Master's Degree is a condition precedent to registering for a Doctoral Degree, shall be 45 months (3 years and 9 months)
- (d) a teacher who has already been granted study leave to obtain a Master's degree may be granted balance period to obtain a Doctoral degree, so that the total study leave granted to the

teacher shall not exceed the limit of 45 months (3 years and 9 months: total study leave entitlement).

- 27.3.2 In addition to the maximum permissible periods of study leave with pay indicated in sub-paragraph 27.3.1 above, such teachers may be granted study leave without pay by the Governing Authority subject to a maximum of one year at a time, if it is satisfied that such leave is essential, based on progress reports of the supervisor and upon the recommendation of the Head of the Department of Study and the Dean of the Faculty concerned/Librarian as applicable.
- The maximum permissible period of study leave without pay shall be as follows;
- Extensions beyond permissible period without pay
- (a) 12 months (1 year) to obtain a Master's degree with or by research
 - (b) 48 months (4 years) to obtain a Doctoral degree
 - (c) 48 months (4 years) to obtain both Master's Degree and Doctoral Degree where obtaining a Master's Degree is a condition precedent to registering for a Doctoral Degree.
 - (d) A teacher who has already been granted study leave to obtain a Master's Degree may be granted balance period to obtain a Doctoral Degree, so that the total study leave granted shall not

exceed a total period of 60 months (05 years).

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| 27.4 | A Lecturer (Probationary)/ Assistant Librarian shall be in continuous service for a period of at least one year from the date of his appointment to avail study leave. However, the Governing Authority of the Higher Educational Institution shall use its discretion to grant study leave prior to completion of one year from the date of appointment of a Lecturer (Probationary)/ Assistant Librarian, if he receives a scholarship/other award to read for a Postgraduate Degree in a University/ Institute recognized by the Commission. | To serve at least one year before availing study leave |
| 27.5 | Each Lecturer (Probationary)/ Assistant Librarian shall under normal circumstances be expected to obtain an appropriate postgraduate degree sufficient at least for confirmation, within the initial three-year period of probation referred to in Section 72 of the Act. His services shall be terminated by the Governing Authority, if he fails to obtain such degree within the maximum eight-year period of probation permitted by the same Section of the Act. | Postgraduate Degree sufficient at least for confirmation |
| 27.6 | Study leave shall not be granted to any Lecturer (Probationary)/Assistant Librarian who will not be in a position to obtain the requisite postgraduate degree in the period between the date of commencement of study leave and the date of expiry of probationary period under Section 72 of the Act. | Sufficient time to complete the degree |
| 27.7 | 27.7.1 A teacher who has already been granted study leave abroad to read for a Master's degree and who has been confirmed and promoted to the next higher grade of Senior Lecturer Grade | Leave for Ph.D. after serving four years |

II/ Senior Assistant Librarian Grade II shall be granted study leave to read for a Doctoral Degree only if he has served for a minimum period of 4 years after his resumption of duties upon his return.

- 27.7.2 A teacher whose initial scholarship/agreement requires him to return immediately after completing the Master's degree may be granted leave to do a Doctoral Degree without serving the University for a specified period before going abroad again, provided that he does not opt for promotion to the next higher grade after the Master's Degree. Option

27.8 Confirmation in Appointment and Promotion while on study leave abroad:

- (a) Every Lecturer (Probationary)/ Assistant Librarian on probation, who is on study leave and has obtained an appropriate postgraduate degree shall be confirmed in his appointment subject to conditions as provided in sub-paragraph 21.2 of Chapter III. However, a Lecturer (Probationary)/ Assistant Librarian, who is on study leave locally or abroad can be considered for promotion to Senior Lecturer Gr. II/ Senior Assistant Librarian Gr. II only after he resumes duties at the end of the study leave, if he possesses the requisite qualifications and the stipulated period of service as Lecturer (Probationary) and Lecturer/ Assistant Librarian as specified in the relevant circulars pertaining to the Scheme of Recruitment. Confirmation only
but no Promotion

- (b) The effective date of promotion to the post of Senior Lecturer Grade II/ Senior Assistant Librarian Grade II holding the post of Lecturer (Probationary)/ Lecturer/ Assistant Librarian shall be the date on which he obtains the requisite Master's Degree or completes five years of service in the post of Lecturer(Probationary) and Lecturer/ Assistant Librarian, whichever occurs later (provided both those requirements are satisfied), by placing him at the relevant salary step without back wages being paid upon final resumption of duties from study leave locally or abroad on successful completion of subsequent postgraduate degree for which study leave was obtained.
- Promotion of a confirmed lecturer who opts to continue study leave
- 27.9 Maximum period of Leave to those who have been directly recruited as Senior Lecturer/ Senior Assistant Librarian or Lecturer (Unconfirmed):
- 27.9.1 A teacher directly recruited as Senior Lecturer/ Senior Assistant Librarian/ Lecturer (Unconfirmed) shall be granted study leave for a Ph.D./Doctoral Degree after confirmation in the post, with the approval of the Governing Authority.
- Directly recruited as Senior Lecturers/Senior Assistant Librarian
- 27.9.2 The maximum permissible period of study leave with pay shall be 3 years.
- With pay
- 27.9.3 The maximum permissible period of study leave without pay, that may be granted by the Governing Authority in addition to leave with pay mentioned in sub-paragraph 27.9.2 above shall be two (2) years. Granting of such leave shall be subject to a maximum of one year at a time, if it is
- Without pay

satisfied that such leave is essential, based on progress reports of the supervisor and upon the recommendation of the Head of the Department of Study and the Dean of the Faculty concerned/Librarian as applicable.

27.10 General Conditions Governing Study Leave to Teachers:

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| 27.10.1 | Each teacher on study leave shall regularly send to the Principal Executive Officer through proper channel, half-yearly reports of such teacher's progress as a postgraduate student and such reports shall have been issued by his supervisor or director of studies. Such reports shall be filed of record of such teacher's personal file. If failed to submit the progress reports regularly as required such failure should be immediately reported to the Governing Authority for a decision. | Half yearly reports
on progress |
| 27.10.2 | An additional period of six months study leave with pay shall be granted to a teacher who goes to non-English speaking country for his postgraduate degree, where it is a mandatory requirement to obtain proficiency in the language of that country before pursuing the postgraduate studies. Such teacher should produce documentary evidence regarding the need for gaining proficiency in the language of the country from the supervisor concerned. | To obtain
proficiency in a
second language |

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| 27.10.3 | Under no circumstances the study leave with or without pay shall be extended beyond the maximum permissible periods. | Not beyond the maximum permissible periods |
| 27.10.4 | Any teacher holding the post of Associate Professor/ Professor/ Senior Professor/ Deputy Librarian/ Librarian shall not be granted study leave after reaching the age of 50 years. | Not after reaching 50 years |
| 27.10.5 | Study leave shall not be allowed to obtain post-doctoral qualifications. | Not for post-doctoral qualifications |
| 27.10.6 | No period of leave without pay referred to in sub-paragraphs 27.3.2 and 27.9.3 above shall be considered for the purpose of determining the incremental credits or earned sabbatical leave entitlement. | Not for determining incremental credits or sabbatical leave |
| 27.10.7 | It is a pre-requisite for each teacher who avails of study leave to enter into an agreement and bond with the Higher Educational Institution/ Institute concerned for the obligatory period of service as appropriate to his period of study leave, from the date of resumption of duties or the date of award of the degree whichever is later (refer paragraphs 31 and 32 of this Chapter). | Signing agreement and bond is a pre-requisite |
| 27.10.8 | Each teacher who intends to obtain study leave without pay, should make arrangements for regular settlements of monthly installments of loans, advances and other dues or | |

settle the full amount before taking such leave.

- 27.11 Leave for Teachers (Medical/ Dental) to complete MD Training and Board Certification by the Postgraduate Institute of Medicine (PGIM):

MD Training and Board Certification

It is mandatory for Lecturers (Probationary) in all Clinical Departments and some Para-Clinical Departments in the Faculties of Medicine and Dental Sciences to be Board Certified in a relevant specialty by the PGIM in order to be promoted to the Post of Senior Lecturer Grade II.

As the duration of the PGIM Training Programmes may sometimes take more than three (03) years and three (03) months, which period of leave usually is granted for a PhD, following provisions be adhered to when granting leave for Teachers (Medical/ Dental) to complete MD Training and Board Certification by the PGIM;

- (a) University Teachers (Medical / Dental) who are selected to PGIM training programmes after competitive examinations shall be granted leave with pay without entering into a bond for the period of training in Sri Lanka. They shall contribute to the academic activities in their respective Departments of Study as specified by the Head of Department whenever the training programme allows time to do so.
- (b) The period of leave with pay that is granted shall not exceed the minimum period of training required in Sri Lanka for the purpose of PGIM Board Certification in his chosen specialty.

(c) The period of training outside Sri Lanka is considered as part of study leave entitlement and the University Teacher (Medical / Dental) shall be bonded as per existing rules and regulations.

28. Financial Assistance By way of Travel Grant for postgraduate Studies Abroad for Lecturer (Probationary), Lecturer, Senior Lecturer and corresponding Library Staff

The respective Higher Educational Institution/ Institute may provide travel grants by way of air passage for outward and inward journeys for Lecturers (Probationary)/ Lecturers/ Senior Lecturers Grade II/ Grade I and corresponding Library Staff who proceed abroad on study leave to obtain postgraduate degrees subject to the conditions stipulated in paragraph 6 of Chapter XI.

Travel grants for outward and inward journeys

29. Study Leave for Executive Grade staff, Academic Support Staff, Medical Officers and Dental Surgeons

29.1 Permanent officers in the Administrative, Financial/ Auditing, Legal and Documentation and Library Services and Engineering officers may be granted full pay study leave by the Commission or the Governing Authority of the Higher Educational Institution/ Institute to which they are attached to obtain postgraduate/ professional qualifications required for their confirmation/promotion and should be directly relevant to the areas of work handled by the officer concerned, as specified by the Commission.

Administrative/
Financial/
Engineering Officers
etc.

Maximum periods of leave so granted are as follows;

(a) 24 months (2 years) of leave with pay for a

Master's Degree/Professional Qualifications
 (b) 36 months (3 years) of leave with pay
 and 12 months (1 Year) of leave without pay
 for a Doctoral Degree

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| 29.2 | Permanent members of the Academic Support Staff, Medical Officers and Dental Surgeons may be granted full pay study leave to obtain postgraduate/professional qualifications required for their promotions/confirmations as per sub-paragraph 29.1 above. | Academic Support/
Medical Officers/
Dental Surgeons |
| 29.3 | Other permanent executive grade officers who are required to obtain postgraduate qualifications for their promotions/confirmations may also be granted study leave to obtain such postgraduate qualifications as per sub-paragraph 29.1 above. | Other Executive
Grades |
| 29.4 | The study leave should be granted to above categories of staff, subject to following conditions ; | Conditions |
| | (a) The total study leave entitlement in one's career shall not exceed the limit of 36 months (3 Years) with pay and 12 months' (1 Year) without pay.
A person who has already obtained two years of study leave or part thereof to pursue a Master's Degree/Professional Qualification may be granted the remaining period of study leave to read for a Doctoral Degree as specified above. | |
| | (b) In instances where such postgraduate degree/ professional qualifications are not required for confirmation, such employee shall be granted study leave after the confirmation in the post. | |
| | (c) Study Leave may be granted within the | |

probationary period only to those who require such postgraduate degrees/professional qualifications for their confirmation in the post as per Scheme of Recruitment applicable to the post.

- (d) The relevant employees are required to enter into a Bond and Agreement with the governing authorities concerned and as per paragraph 31 of this Chapter.
- (e) The holders of the posts in the financial/auditing category can also be allowed to complete the practical training/articleship requirement of the Institute of Chartered Accountants of Sri Lanka (ICASL) or of other such recognized professional bodies, after being eligible for intermediate level/final level examination or its equivalent up to the membership.
- (f) Study leave will not be granted to gain work experience required to be eligible to sit for any examination and/or gain membership of any professional body.
- (g) The staff member should register for a postgraduate degree/ professional qualification prior to reaching the age specified below ;
 - Master's Degree/ Professional Qualification: prior to completion of the age of 45 years
 - Ph.D./ Doctoral Degree: prior to completion of the age of 48 years
- (h) In any event, staff members who have obtained study leave as specified above should resume duties prior to completion of the age of 52 years.
- (i) Priority should be given to employees as

appropriate, at the discretion of the Chairman/ Secretary of the Commission or Vice-Chancellor/ Registrar of a University or Director/ Secretary of a University College or Principal Executive Officer of an Institute/Centre for Higher Learning based on the institutional and individual needs.

- (j) Study leave should not be combined with the available sabbatical leave.
- (k) Officers should not pursue their postgraduate studies in the same Higher Educational Institution/ Institute to which they are attached, unless under exceptional circumstances.

30. **Salary and allowances for periods of study leave**

Any employee who avails himself of study leave under paragraphs 27, 29, 48 and 49 of this Chapter shall not be eligible to receive any allowance or other payments during the period of such leave, other than his salary and allowances attached thereto from the Commission/Higher Educational Institution/ Institute which he belongs.

No allowance or other payment

31. **Agreements and Bonds**

31.1 All employees who avail themselves of study leave under this Chapter shall enter into an agreement and a bond undertaking, inter-alia to serve the Commission/ Higher Educational Institution/ Institute as the case may be, that includes an obligatory period of service as appropriate to their period of such leave on the date of resumption of duties, or the date of award of the degree or other appropriate qualification, whichever is later [vide Appendix XI (A), (B) & (C)]. They shall, in addition, bind themselves together with not more than twelve acceptable sureties in a bond undertaking to

Agreement and Bond: Appendix XI (A), (B) & (C)

refund (who will be individually and jointly responsible to pay bonded amount) to such Commission/ Higher Educational Institution/ Institute all expenses incurred in connection with such leave in the event of his failure to abide by the terms of the agreement. The total annual income of such sureties should be equal to one fourth or more than one fourth of the total value of the bond.

31.2 Those who obtain financial assistance without availing themselves of study leave should enter into an Agreement and Bond as specified in guidelines given in Appendix XII.

When financial assistance is obtained:
Appendix XII

31.3 It is the responsibility of the employee concerned to furnish all required documents including financial assistance received by way of assistantships, internships, stipends, etc. when documents are submitted for calculation of the bond value.

Before availing of leave

Every agreement and bond should be prepared including all relevant particulars which may require for computation of monetary value of the bond. Such particulars should be made available to relevant parties prior to signing the agreement and bond. The agreement and bond should be signed before the study leave is availed of. Failure to do so before availing of the leave may render the leave allowed to be withdrawn or curtailed and the person on study leave be recalled and be surcharged the expenditure incurred. All alterations to the agreement and bond to be ratified by the signatories. In the event of extension of study leave whilst a person is still abroad, the relevant bond and agreement may be signed and attested by the parties at a Sri Lanka Consulate/Mission where he is pursuing his studies.

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| 31.4 | The sureties to the bond shall be persons possessing immovable property equivalent to the value of the bond provided in the agreement or whose total annual income amounts to one quarter or more of the total value of the bond and they should not themselves be already indebted to the Government or private institution or to any Higher Educational Institution/ Institute either as principal debtor or as a surety. | Sureties to the Bond |
| 31.5 | An employee who is already under an agreement to serve a period of obligatory service is selected to another course of study for which he has to bind himself for a further period of service, he shall be released from the first agreement and the un-discharged period of obligatory service under the first agreement shall be added on to the period of obligatory service under the second agreement. Similarly for the purpose of the agreement the proportionate cost of training of the first period shall be added on to the cost of training of the second period. | Where periods of obligatory service overlap |
| 31.6 | The Chairman and Secretary of the Commission or the Principal Executive Officer and Registrar of a University/Secretary of University College/ authorized officer of an Institute/Centre for Higher Learning as the case may be, is authorized to sign the agreement in respect of study leave. | Signatories on behalf of the institution |
| 31.7 | Original copies of the agreement and the bond should be kept under the custody of the Secretary of the Commission/ Registrar of the University, Secretary of the University College. Copies duly certified by the Secretary of the Commission/ Registrar of the University/ Secretary of the University College and the Attorneys-at-Law of both parties should be | To be kept under safe custody |

filed in the personal file of the employee concerned. A certified copy of both the agreement and the bond should be given to the employee concerned and obtain his signature to the effect that copies of the same were handed over to the parties concerned.

31.8 If the employee concerned fails to fulfill the requirements of the agreement entered into with the Commission/ Higher Educational Institution/ Institute including the requirement to obtain the qualification of a postgraduate degree/ other qualification, he shall be bound to pay the institution concerned all expenses incurred in connection with such leave.

When requirements of the agreement are not fulfilled

31.9 Any employee who fails to fulfill the requirements of the agreement already entered into shall not be eligible to join the Commission/Other Higher Educational Institution/Institute until he settles all monetary obligations of such agreement/s or to transfer his outstanding liabilities arising out of his agreement and bond with the mutual agreement of both Governing Authorities (Refer sub-paragraph 1.5 of Chapter V)

Settlement of bond obligations prior to release to another HEI

32. **Periods of obligatory service and computation of value of Bonds**

32.1 The periods of obligatory service which are to be specified in agreements and bonds entered into by employees availing themselves of study leave whether locally or abroad and the computation of the monetary value to be specified in the bonds are as follows:

Obligatory services

(a) Obligatory Service:

(i) Where the course of study/ training Maximum of seven

or other programme is fully or partly funded by the Government of Sri Lanka/ foreign government / Commission / Higher Educational Institution/Institute or through the institution where he is employed and secured from any other institution/ agency/ special project and obtain leave with pay:
 Obligatory service shall be thrice the period of leave subject to a maximum of seven (7) years

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| <p>(ii) where the course of study/training/other programme is not funded by the Government of Sri Lanka/ the Commission/ Higher Educational Institution/ Institute, but secured by the employee himself from any other institution/ agency and obtain leave with pay:
 Obligatory service shall be twice the period of leave, subject to a maximum of five (5) years.</p> | <p>years</p> <p>Maximum of five years</p> |
| <p>(iii) where the course of study/training/other programme is fully funded by the employee himself and obtain leave with pay:
 Obligatory service shall be twice the period of leave subject to a maximum of five (5) years</p> | <p>Maximum of five years</p> |
| <p>(iv) where the period of leave already granted is extended without pay i.e. at the end of the appropriate maximum permissible period on full-pay:
 Obligatory service shall be one and half times of the period of leave without pay subject to a maximum</p> | <p>Maximum of three and a half years</p> |

of the obligatory service of three and half (3 ½) years subject to the upper limit mentioned in (i) or (ii) or (iii) above.

(b) Computation of monetary value of bonds:

- (i) Where the course of study/ training or other programme is fully or partly funded by the Government of Sri Lanka/ foreign government/ Commission/ Higher Educational Institution/Institute or through the institution where he is employed and secured from any other institution/ agency / special projects and obtain leave with pay:

Value of bond

Salary and other emoluments paid/ payable during the period of leave; contribution to the UPF and ETF by the Commission/ Higher Educational Institution/ Institute during the period of leave; monetary value of the scholarship/ award/grant; the cost of air passage; and warm clothing allowance if paid, shall be included in the value of the bond.

- (ii) where the course of study/training/other programme is not funded by the Government of Sri Lanka/ the Commission/ Higher Educational Institution/ Institute, but secured by the employee himself from any other institution/ agency and obtain leave with pay;

When value of scholarship or other awards not given by the Govt. or Higher Educational/ Institution/ Institute

Salary and other emoluments paid/ payable during the period of leave; contribution to the UPF and ETF by the Commission/ Higher

Educational Institution / Institute during the period of leave; one third of the monetary value of the scholarship/ award/ grant; full value of air passage; and warm clothing allowance if paid, shall be included in the value of the bond.

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| <p>(iii) where the course of study/training/other programme is fully funded by the employee himself and obtain leave with pay: Salary and other emoluments paid/ payable during the period of leave; contribution to the UPF and ETF by the Commission/ Higher Educational Institution / Institute during the period of leave; cost of air passage; and warm clothing allowance if paid, shall be included in the value of the bond.</p> | <p>When the entire cost is borne by the employee himself</p> |
| <p>(iv) where the period of leave already granted is extended without pay i.e. at the end of the appropriate maximum permissible period on full-pay;

One third of the basic salary and other emoluments payable during the period of leave without pay and cost of air passage and /or warm clothing allowance if paid shall be included in the value of the bond.</p> | <p>When leave is extended without pay</p> |
| <p>(c) Value of the teaching/ research assistantship secured on his own shall not be counted in the computation of the value of bond.</p> | <p>Not to include any assistantships</p> |
| <p>(d) No obligatory service, if the duration of prescribed course is less than nine (9) months or the value of the course is less</p> | <p>No obligatory service</p> |

than Rs.50,000/. (This amount may be revised by the Commission from time to time).

32.2 The salary and allowances payable should be calculated on the basis that an employee will earn all due increments during the period of leave.

Due increments included

32.2.1 This will be applicable to all categories of study leave.

32.2.2 All employees should be aware of the fact that the Commission/ Higher Educational/ Institute is financed by the funds voted by the Parliament and that the Commission/ Higher Educational Institution/ Institute suffers a loss as a result of keeping the relevant post open during the period of leave and the loss, inconvenience and the damage that would result thereby.

Employee to be aware that the HEIs are financed by the Govt.

33. **Non-acceptance of resignation while on study leave**

An employee who tenders his resignation while on study leave should be considered to have violated his agreement and bond. In such an event, action should be taken in terms of sub-paragraphs 4.10 and 4.11 of Chapter V.

Resignation while on study leave not accepted

34. **Abandon or fails to complete the course/ training or failure to submit the certificates within the stipulated period of time**

34.1 In the event of an employee abandons or fails to complete the prescribed course/ training or failure to submit the certificate within the stipulated period of prescribed qualification for which the study leave was granted within a

Violation of agreement & bond

period of three months, he shall be deemed to have violated the agreement and bond.

- 34.2 Where an employee has relinquished his duties after serving at least one-half of the obligatory service, he shall be eligible to discharge the agreement/ bond by making payment on a pro-rata basis. Payment on pro-rata basis
- 34.3 An employee, who has resumed duties after obtaining postgraduate qualifications and is under the obligatory period, is released for service in a government department/ state corporation/ statutory body, such period of service shall be counted as part of the obligatory service for the purpose of the agreement. When released during the obligatory period

35. **Upgrading to a higher course in the relevant field**

In the event of an employee getting an opportunity to upgrade the existing course to a higher level of study in the same university/ institute, he shall immediately inform the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be through the proper channel. Upgrading the existing course

36. **Intellectual Property Rights**

If an employee during the course of study has discovered any new process, technique or formula, the details of such discovery should be sent to the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, under confidential cover and keep the discovery confidential until the same is released by the appropriate authority and, Intellectual Property (IP) rights arising shall be dealt in accordance with the laws of respective countries. Details of discovery should be kept confidential

37. Sabbatical Leave

- 37.1 The following categories of permanent staff of the Commission/ Higher Educational Institutions/ Institutes shall be eligible for Sabbatical Leave with pay/ without pay; Eligible staff
- (a) Senior Professor, Professor, Associate Professor
 - (b) Senior Lecturer Grade I and Grade II
 - (c) Librarian, Deputy Librarian, Senior Assistant Librarian Grade I and Grade II
 - (d) Secretary, Additional Secretary, Director (Planning), Deputy Secretary, Statistician and Senior Assistant Secretary in the Commission
 - (e) Chief Accountant, Chief Internal Auditor, Accountant, Internal Auditor, Deputy Accountant, Deputy Internal Auditor, Senior Assistant Accountant and Senior Assistant Internal Auditor in the Commission
 - (f) Registrar, Deputy Registrar and Senior Assistant Registrar of a Higher Educational Institution/ Institute
 - (g) Bursar, Internal Auditor, Deputy Bursar Deputy Internal Auditor, Senior Assistant Bursar and Senior Assistant Internal Auditor of a Higher Educational Institution/ Institute
 - (h) Secretary, Deputy Secretary and Senior Assistant Secretary of a University College
 - (i) Treasurer, Deputy Treasurer, Deputy Internal Auditor, Senior Assistant Treasurer and Senior Assistant Internal Auditor of a University College
 - (j) Chief Medical Officer, Senior Medical Officer, Medical Officer and Dental Surgeon
 - (k) Director (Physical Education)
 - (l) Curator (Higher Grade)

- (m) Works Engineer Grade II and above
- (n) Project Manager [U – EX 2 (II)]
- (o) Senior Research Officer
- (p) The holder of such other post as the Commission may determine from time to time.

37.2	Subject to sub-paragraphs (a), (b) and (f) below, the entitlement of sabbatical leave shall be determined in the following manner;	Sabbatical leave entitlement
(a)	(i) Sabbatical leave of four months duration with pay or eight months without pay after three years and six months of service	After three and a half years
	(ii) Sabbatical leave of eight months duration with pay or one year and four months without pay after five years and six months of service	After five years and six months
	(iii) Sabbatical leave of one year duration with pay or up to a maximum of two years without pay after seven years of service	After seven years of service
	(iv) Sabbatical leave of two years duration with pay after fourteen years of service	After fourteen years
	(v) A total period not exceeding five years of sabbatical leave may be granted during one's career with or without pay. This may be on the usual basis of sabbatical leave with pay or by substituting a period of double the duration of Sabbatical Leave without pay. E.g. Two years of leave without pay instead of one year Sabbatical Leave with pay.	Total period of five years during one's career
	Those entitled will not be able to take leave for more than two years at any given time.	Two years at a time

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| (b) (i) | Notwithstanding that he may be entitled to a longer period of sabbatical leave under subparagraph (a), any teacher who avails himself of sabbatical leave shall abandon such leave and resume duties before his 64 th birthday, | Teachers to resume duties before 64 th birthday |
| (ii) | In case of officers who are entitled for sabbatical leave, such leave should be terminated and duties resumed before the 54 th birthday, if the officer wishes to retire on completion of 55 years of age; or

If the officer wishes to retire on completion of 60 years of age, such leave should be terminated and duties resumed before the 59 th birthday; or

If the officer wishes to retire from the service between the age of 56 and 59 years, such leave should be terminated and duties resumed before the preceding birthday i.e. which falls one year prior to the date of retirement. | Officers to resume duties before 54 th birthday

When an officer opt to continue up to 60 th birthday

When retirement is between 56 and 59 years |
| (iii) | Notwithstanding that he may be entitled to a longer period of sabbatical leave under subparagraph (a), any officer who is due to reach the optional age of retirement specified in (ii) above after the date on which he proposes to avail himself of such leave, shall only be granted in proportion to the period of service remaining before reaching the optional age of retirement. | Leave in proportion to the remaining service |

- (c) Notwithstanding the fact that he may be otherwise eligible, no person who is serving a period of probation shall be granted sabbatical leave.
- Not in the period of probation
- Provided however that;
- (i) the past services of a person who had held a position with sabbatical leave entitlement at the Commission/ Higher Educational Institution/ Institute, when appointed to a similar or higher grade in the same institution should be counted in determining his sabbatical leave entitlement and be granted such leave, notwithstanding the fact that he may be on probation; provided such past services were in a category entitled to sabbatical leave.
- Exceptions: when in the HEI
- (ii) the past services of a person who had held a position with sabbatical leave entitlement at the Commission/ Higher Educational Institution/ Institute, when appointed to a similar or higher grade in another institution, should be counted in determining his sabbatical leave entitlement, but he should not be granted such leave so long as he is on probation.
- Other institutions
- (d) Except when leave without pay has been granted to accept an appointment or assignment under the Government of Sri Lanka, no period of such leave shall be reckoned as service for determining the sabbatical leave entitlement under subparagraph (a).
- Leave without pay not counted

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| (e) Each period of leave without pay spent abroad or locally in excess of the leave granted for any purpose shall be deducted from the next sabbatical leave entitlement. | Leave without pay to be deducted from entitlement |
| (f) In determining the sabbatical leave entitlement of a teacher/ officer who has joined the staff of the Commission/ Higher Educational Institution/ Institute from the staff of any Research Institute or any other government institution in Sri Lanka where sabbatical leave facility is available, credit shall be given to the period of his service to such Research Institute or other government institution, provided that he was eligible to sabbatical leave as a member of the staff of such Research Institute or other government institution. | Staff from Research Institutes/other government institutions |
| (g) Teachers/ officers in the university system, who spend their sabbatical leave locally be permitted to undertake academic/ administrative assignments, only in the Higher Educational Institutions/ Institutes which are not governed by the same Governing Authority of the Higher Educational Institution/ Institute to which the particular teacher/ officer is presently attached.
This provision is applicable to the officers of the Commission as well. | Not in an institution coming under the same governing authority |
| (h) Teachers/ officers who spend their sabbatical leave locally be permitted to undertake academic/ administrative activities in the Commission or other Higher Educational Institutions/ Institutes on contract basis, provided | Only when there is a vacancy or teacher/officer has gone on leave without pay |

such teacher/officer would be able to contribute to the academic/managerial excellence of the university system, having considered matters pertaining to severe shortage of staff in the Higher Educational Institutions, especially in the Faculties of Science, Medicine, Engineering and in the newly established Universities. This facility could be considered only if there is a vacancy in the relevant post or in instances where a teacher/ officer has gone on leave without pay.

- 37.3 In granting sabbatical leave, the Governing Authority shall ensure that not more than one-third of the eligible staff of any Department of Study shall be on such leave at any given time, but an exception to this requirement may be made where the eligible staff of any Department of Study is less than three in number.

For not more than one-third of teaching staff

For this purpose ;

- (a) "Eligible staff" shall mean the staff eligible to sabbatical leave under sub-paragraph 37.1 above
- (b) "Department of Study" shall include;
- (i) Academic Departments
 - (ii) Administrative Divisions
 - (iii) Library
 - (iv) Other Centers/Units
- (c) Where the division of the eligible staff by three results in an integer and fraction, "one third" shall mean only such integer.

Definitions

- 37.4 Request for Sabbatical Leave:

- (a) Letter/ Letters of placement or a personal letter of intent stating the purpose of leave for the entire period of sabbatical

Documents to accompany the request

- leave to be spent locally or abroad should be submitted by the applicant along with the request for Sabbatical Leave.
- (b) Purpose of obtaining Sabbatical Leave should be clearly specified in the request. Sabbatical Leave would be allowed only for employment and professional development purposes.
- (c) Requests for Sabbatical Leave should be first evaluated by the Leave and Awards Committee of the Commission/Higher Educational Institution/ Institute for final approval of the Commission/ Governing Authority of the Higher Educational Institution/Institute, as the case may be.
- 37.5 Sabbatical leave shall be granted to teachers and eligible members of the Library Staff wherever possible so as to commence at the beginning of a term/semester or to terminate at the end of a vacation.
- However, the Governing Authority may authorize combining vacation leave with sabbatical leave subject to the condition of commencement of vacation leave before or at the end of sabbatical leave, provided that the total period of sabbatical leave and vacation leave do not exceed one year at a time.
- In such instances a term vacation of a Higher Educational Institution/Institutes should not be more than three months per academic year.
- 37.6 The period spent on sabbatical leave should not be counted when calculating the eligible period of service for next sabbatical leave entitlement and that the date of eligibility for next sabbatical leave should be considered from the date of resumption of duties after availing of sabbatical leave.
- Purpose of obtaining sabbatical leave
- Approval by the governing authority
- Commencement and termination of leave
- Combining sabbatical leave with vacation leave
- Definition of vacation
- Period of sabbatical leave spent not to be counted

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| 37.7 | Sabbatical leave shall not be granted in advance of the date on which the applicant would become eligible to such leave. | Not in advance of date of eligibility |
| 37.8 | No member of the staff who has been granted sabbatical leave abroad or locally for less than one year, shall spend more than one vacation along with such leave and any vacation or any part of a vacation spent abroad or locally in contravention of this paragraph shall be without pay and shall be deducted from his next sabbatical leave entitlement under subparagraph 37.2(e) above. | Not more than one vacation with less than one year leave |
| 37.9 | Periods of sabbatical leave and/or periods of service for sabbatical entitlement may be accumulated subject to the provisions in subparagraph 37.2(a) above. | Accumulation |
| 37.10 | Those who are entitled for sabbatical leave may split their entitlement and avail themselves of such leave in two installments. | Grantable in two installments |
| 37.11 | A member of the staff who has been granted sabbatical leave to be spent abroad shall be eligible to receive passage in respect of such leave on the following basis, provided that he shall not have received passage from any other source for the same purpose; | Passage |
| | (a) one-half of the full passage for leave granted after three years and six months of service. | Entitlement of air passage in respect of each period |
| | (b) three quarters of the full passage for leave granted after five years and six months of service. | |
| | (c) full passage for leave granted after seven years of service. | |
| | (d) those who obtain two years of sabbatical leave with pay after completing fourteen | |

years of service are entitled for passage twice if they travel to Sri Lanka while on sabbatical leave.

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| 37.11.1 | The spouse of a member of the staff proceeding abroad on sabbatical leave, who accompanies such member, shall also be paid passage determined on the basis specified in sub-paragraph 37.11 above, provided that such spouse shall not have received passage from any other source for the same purpose. | Passage for spouse |
| 37.11.2 | Where both husband and wife are employed in posts the holders of which are eligible for sabbatical leave, passage should be paid in the following manner;
(a) The husband / wife availing himself/herself of sabbatical leave should be paid passage by the institution in which he/she is employed.

(b) If the spouse has earned sabbatical leave and wishes to accompany the husband/wife proceeding on sabbatical leave, or to join him/ her later, the spouse's passage should be paid by the institution in which the spouse is employed.

(c) The passage payable to each party should be determined by the period of sabbatical leave earned. | Where both spouses are eligible for sabbatical leave |
| 37.11.3 | Where in terms of sub-paragraph 37.10 above, sabbatical leave has to be granted in installments, passage should be paid only in respect of one such installment of leave. | Passage for only one installment of leave |

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| 37.11.4 | Subject to the preceding paragraphs, passage shall be paid from Sri Lanka to the port of destination and return, and the passage so paid shall be equivalent to the cost of the cheapest ticket for travel by air | From Sri Lanka to port of destination |
| 37.11.5 | Before passage is paid to a member or a spouse of a member of the staff under the preceding paragraphs, Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, shall satisfy himself that such member or the spouse of such member shall not have received, or shall receive, passage from any other source for the same purpose. | When passage not received from some other source for the same purpose |
| 37.11.6 | Where passage is paid by the Commission/ Higher Educational Institution/Institute concerned, such institution shall, whenever possible, purchase the tickets for the outward and the inward journeys of the member of the staff, and where applicable, of such members' spouse. | Purchase of tickets by institution |
| 37.11.7 | Whenever air passage is met from the funds of the Commission/ Higher Educational Institution/ Institute, all travel arrangements including the return air tickets should be made by the Commission/ Higher Educational Institution/ Institute through an Airline/ Agent approved by the General Treasury.
In the event an additional payment is to be incurred by virtue of the extension of the validity of one year | Through Airline/Agent approved by Commission |

return ticket because the sabbatical leave being more than one year, such difference shall be reimbursed by the institution, provided the institution, has been given prior notice.

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| 37.12 | Those who are eligible to receive air passage shall also be eligible to receive holiday warrants in respect of himself and his family in accordance with the regulations governing the issue of such warrants, but the total cost of all the holiday warrants utilized by such member and his family shall be deducted from the passage payable to him in terms of the preceding paragraphs. | Air passage and position of holiday railway warrants |
| 37.13 | Members of the staff availing themselves of sabbatical leave are not required to enter into any agreement or bond in respect of such leave. | No period of obligatory service |
| 37.14 | Those who are already on sabbatical leave are entitled to take an equivalent period of leave without pay, provided they refund the salary already paid before obtaining such leave without pay, or authorize the Secretary of the Commission (as the custodian of the UPF) to deduct with immediate effect an equivalent amount certified by the Secretary of the Commission / Registrar of the University/ Secretary of the University College /the most senior officer in the administrative staff of the Institute/ Centre for Higher Learning as the case may be, from the UPF balance of the employee concerned, subject to sub-paragraph 37.2 (a) (v) above. | Payment of salary or refund from the UPF |

38. **Special Leave to Teachers/ Officers**

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| 38.1 | In exceptional circumstances, the Commission or the Governing Authority of the Higher | To accept the prestigious |
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- Educational Institution/ Institute concerned may grant special leave to any teacher/ officer who has an outstanding record of publication and research to accept a prestigious fellowship or other award in a recognized foreign university or research institution. Such leave shall not be set off against such teachers'/officers' sabbatical leave entitlement.
- 38.2 No teacher/officer shall normally be eligible for special leave unless he has served the Commission/ Higher Educational Institution/Institute concerned for a period of at least two years since resuming duties after his study leave or last period of sabbatical leave.
- 38.3 Special leave shall be given without pay and shall not extend beyond a period of one year.
- 38.4 Leave for Teachers to work in the industry:
- Confirmed members of academic staff may be granted one year leave without pay to spend locally for working in the industry subject to the conditions specified below;
- a) A person should have served for at least two years after his promotion to the Post of Senior Lecturer, Gr II. However, a person who has been directly recruited as a Senior Lecturer Gr. II shall have to serve at least two years after confirmation in the post.
 - b) He shall be obliged to serve at least for two years at the Higher Educational Institution/Institute after completion of the period of leave without pay.
 - c) The application for leave shall be recommended by the Head of the Department, the Dean of the Faculty and the Principal Executive Officer concerned and approved by the Governing Authority.
- fellowship or other awards
- Minimum two years' service since last leave
- Without pay, not exceeding one year
- Leave without pay to work in the industry

- d) The duration of leave without pay shall not be extended under any circumstances.
- e) This facility shall be given to a member of the academic staff only once in his university career.
- f) The leave shall be granted only in cases where professional training experience is relevant to the requirement of the Department of Study.
- g) The person who has enjoyed this facility shall not be eligible for sabbatical leave until he completes one year of service after the completion of such leave.
- h) Such a person shall be entitled to the annual increments and his seniority shall not be deprived on account of his leave.
- i) The period of leave without pay shall be taken into account for calculation of period of experience and for sabbatical leave entitlement.

39. Leave to teachers to attend Seminars, Conferences, Workshops and Training Programmes

39.1 Any teacher may be granted leave to be spent abroad with pay during term time to attend seminars, conferences, workshops and/or training programmes abroad for periods specified below, provided that such attendance will be of benefit to the Higher Educational Institution/ Institute concerned but will neither involve expenditure nor adversely affect such teacher's services to the institution.

Leave shall be beneficial to the Institution

- (a) Up to thirty days in an academic year to attend conferences, workshops, seminars and similar meetings irrespective of the number of visits made for such purposes

Conferences, workshops, seminars and similar meetings

- (b) Up to thirty days in an academic year to participate in training programmes irrespective of the number of visits made for such purposes

Training programmes

Provided that the maximum period of overseas leave granted for (a) and (b) above does not exceed a total of 45 days during an academic session in the academic year concerned.

Total of 45 days

40. Leave to Teachers/Officers to serve the Government of Sri Lanka

The Commission or the Governing Authority of the Higher Educational Institution/Institute concerned may grant leave without pay to a teacher/ officer to accept an appointment or an assignment under the Government of Sri Lanka for a period not exceeding two years, provided that a written request for the services of such person has been made on behalf of the Government. Such period of leave shall be reckoned as service for the purpose of payment of increments and for determining the sabbatical leave entitlement of the teacher/ officer.

Not exceeding two years

41. Leave during vacation to Teachers

- 41.1 Any teacher may avail himself of leave during the vacations of the Higher Educational Institution/ Institute concerned so long as such leave will not adversely affect his services to such Institution/ Institute; but where such leave is to be spent abroad, he shall obtain prior permission of the Governing Authority, subject to following conditions;

Without affecting services

- (a) The Principal Executive Officer of a Higher Educational Institution/ Institute shall have the power to require a teacher who is on leave during

Power to require a teacher to attend to certain duties during vacation

vacation in the island to attend the Higher Educational Institution/ Institute concerned, during the period of vacation leave for the purpose of ;

- i. attending to teaching duties ;
- ii. any examination work;
- iii. maintenance work of a library, laboratory, or any other such centre / unit of the Higher Educational Institution/ Institute;
- iv. any meeting of an authority or any other body of which he is a member;
- v. annual verification of stores; and/or
- vi. any other purpose for which specific authorization is given by the Principal Executive Officer.

(b) Leave during vacation cannot be accumulated cannot accumulate

42. **Casual Leave to Teachers**

42.1 A teacher is entitled to twenty one (21) days casual leave during a calendar year to be spent within the island, of which not more than six days could be utilized at a stretch, at a time. Casual leave cannot be accumulated. Twenty one days

42.2 Casual leave to a teacher may be approved as specified in sub-paragraph 25.1(c) of this Chapter. Approval

43. **Medical Leave to Teachers**

43.1 Any teacher shall be eligible to receive medical leave with pay up to fourteen days in any calendar year. Such leave shall be granted by the Principal Executive Officer upon the recommendation of the Head of the Department of Study and the Dean of the Faculty concerned. Up to Fourteen days

43.2 Medical leave in excess of fourteen days shall be granted by the Governing Authority. Such medical leave shall be set off against the unutilized casual leave of the same year and if such casual leave is inadequate for the purpose, it shall be set off against the unutilized medical leave of any two previous years.

In excess of fourteen days

43.3 Any medical leave beyond that period which could be set off against the unutilized medical leave under the preceding sub-paragraph shall be without pay.

Without pay

43.4 Each application for medical leave in excess of three consecutive days shall be supported by a medical certificate from the University Medical Officer or nearest Government Medical Officer or a registered and qualified medical practitioner.

Medical Certificate

44. **Duty Leave abroad**

Duty leave may be granted by the Commission/ Governing Authority subject to sub-paragraph 18.3 of this Chapter to a teacher or an officer strictly for official business, such as negotiation of procurement and supplies, inspection of stores and equipment, signing agreements and similar purposes. Such leave shall be granted for the period of duty involved and the minimum period required for travel. The nature of the duty to be performed shall be specified when duty leave is granted.

Strictly for official business

45. **Annual Leave entitlement of Employees other than Teachers**

45.1 (i) All permanent employees other than teachers in the Commission/ Higher Educational Institutions/ Institutes are entitled to forty five (45) days annual leave

45 days per year, of which 21 days casual and 24 days vacation

in any one year, of which twenty one (21) days may be used as casual leave. The balance twenty four (24) days may be used as vacation leave.

In the case of first appointment a person should have nine (9) month's continuous service in the Commission/ Higher Educational Institution/ Institute to entitle him for the full entitlement of forty-five days. Where the period of service is less than nine months, proportionate leave may be granted at the rate of 1/9th of the casual leave entitlement for each month's service, i.e. two days for each completed month of service. [Refer sub-paragraph 1.8 (a) and 3.1 of this Chapter]

Proportionate leave for less than 9 months on First appointment

- (ii) Full-time Sub-Wardens are entitled to 120 days of annual leave subject to the condition that leave availed by them on Saturdays, Sundays, public and special university holidays should be covered within the full entitlement of 120 days. [Refer sub-paragraph 1.8 (c) of this Chapter].
However, the officer approving leave to Full-time Sub-Wardens should ensure that student hostels/ halls of residence are functioned smoothly without any disruption during the period of such leave.

120 days per year for Sub-Warden

- 45.2 The entire Annual Leave entitlement in respect of any year (i.e. 45 days) cannot ordinarily be granted to a person unless he has performed the duties of his office for at least three months during that particular year.

Three months to be served before annual leave for the year is allowed

- 45.2.1 Provided that the above provisions do not apply to leave for purely casual purposes for which leave not exceeding six (6) days at any one time

Leave for casual purposes not exceeding six (6) days

but not exceeding twenty one (21) days in all in a year may be allowed out of the annual leave for such purpose.

46. Accumulation of leave for employees other than teachers

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| <p>46.1 Out of the annual leave under sub-paragraph 1.8 (a) and 45.1 of this Chapter, leave not exceeding twenty four (24) days (vacation) may be accumulated from a previous year and made use of in the year in which he takes leave for a purpose approved by the granting authority and subject to the needs of the Commission/ Higher Educational Institution/ Institute.</p> | <p>Unutilized leave of a previous year</p> |
| <p>46.1.1 Accumulated leave under this paragraph should not be allowed unless the annual leave entitlement of the current year has been used up fully.</p> | <p>Only when annual leave entitlement is exhausted</p> |
| <p>46.2 Leave not exceeding twenty four (24) days per year may be accumulated for a period of any two consecutive years and made use of in the year following for the purpose of leave out of the island. Such leave may be granted by the Commission or the Governing Authority of the Higher Educational Institution/ Institute in conjunction with the available leave of the year in which it is taken and the leave without pay allowable under paragraph 21 of this Chapter provided that the total leave out of the island does not exceed six (6) months in all. Accumulated leave of twenty four (24) days qualifies for one month's leave abroad.</p> | <p>Unutilized leave of two consecutive years</p> |
| <p>46.3 However, for medical purposes, vacation leave not exceeding twenty four (24) days per year may be accumulated for a period of any two previous years.</p> | |

47. Leave on medical grounds beyond the Annual Leave and Accumulated Leave for Employees other than Teachers

Where leave on medical grounds for any period beyond the period of annual leave and the accumulated leave under sub-paragraph 46.3 above is required, the granting authority may grant half pay leave as referred to in paragraph 20 of this Chapter or leave without pay to cover such period, if the Commission or the Governing Authority of the Higher Educational Institutions/Institutes as the case may be, is satisfied.

Half pay leave or leave without pay

48. Leave to Technical grade staff going abroad on scholarships

Overseas leave may be granted by the Commission/ Governing Authority of the Higher Educational Institution as the case may be, subject to such terms and conditions as it may determine to technical grade staff going abroad on scholarships for study/ training recommended by the institution concerned. Such leave shall normally be for a period of one year on full pay. In exceptional circumstances such leave may be extended by the Commission/ Governing Authority of the Higher Educational Institution as the case may be, for a further period of six months without pay. Leave under this paragraph to technical grade staff working in a Campus/ Institute shall be granted by the Council of the University to which such Campus/ Institute is attached/ affiliated. Conditions regarding agreements and bonds under paragraphs 31 and 32 of this Chapter shall apply to technical grade staff availing of leave under this paragraph.

One year full pay Overseas Leave to technical grade staff

49. Full pay leave to Technical Officers and Dental Nursing Officers, to follow a course of study within the island

- 49.1 Technical Officers including Trainee Technical Officers attached to the Commission/Higher Educational Institutions/ Institutes shall be granted full pay study leave to follow the National Diploma in Technology (NDT) course conducted by the Institute of Technology, University of Moratuwa for a maximum period of three years including training.
Provided that;
- (a) the training is relevant to their official duties;
 - (b) the entry requirements of the NDT Course are satisfied;
 - (c) they enter into an agreement and bond with the relevant institution to which they are attached.
- 49.2 Two years full pay study leave may be granted by the Principal Executive Officer of the Higher Educational Institution concerned to Technical Officers including Trainee Technical Officers, attached to a Clinical/ Para – Clinical Department to follow the Medical Laboratory Technicians Course conducted by the Medical Research Institute, Colombo, provided he is recommended for such training by the Head of the Department of Study concerned and the respective Dean of the Faculty. The leave shall be subject to the terms and conditions laid down by the Governing Authority including entering into an agreement and bond.
- 49.3 Full Pay Study Leave for the period of training required to complete the degree, shall be granted to Technical Officers including Trainee Technical Officers who undergo specific training in relation to the Degree of Bachelor of Technology/Engineering conducted by the Open University of Sri Lanka.

To follow NDT
Course

To follow MLT
Course at MRI

For training to
complete
B.Tec/B.Eng
conducted by OUSL

Provided that;

- (a) the training is relevant to their official duties;
- (b) the person concerned has completed the course work successfully;
- (c) the person concerned enter into an agreement and bond with the relevant institution to which they are attached.

49.4 Full Pay Leave for forty days period shall be granted to Technical Officers who follow the Diploma in Laboratory Technology conducted by the Open University of Sri Lanka provided that;

To follow Diploma
in Lab Technology
at OUSL

- (a) they complete their assigned duties within a stipulated time;
- (b) no overtime shall be paid for the work done by them after normal working hours and during week end for the purpose mentioned in (a) above;
- (c) the leave shall be approved by the Head of Institution on the recommendation of the Head of the Department/ Division/ Centre/ Unit and the Dean of the Faculty concerned where applicable.

49.5 Two years full pay leave may be granted to Dental Nursing Officers, who have been confirmed in their respective appointments and attached to the Department of Oral Surgery of the Faculty of Dental Sciences, to enable them to follow the discipline/ course of study in Speech and Language Therapy conducted by the University of Kelaniya on the conditions laid down by the Governing Authority of the Higher Educational Institution/ Institute concerned including entering into an agreement and bond.

Dental Nursing
Officers

50. Full pay leave for Administrative and Financial Officers to proceed abroad on travelling fellowships

Administrative and financial officers may be granted leave with pay with prior approval of the Commission or the respective Governing Authority of the Higher Educational Institution/ Institute to which such officers are attached to undertake travelling fellowships not exceeding three months duration. Any period which exceeds the three months limit shall be deducted from the Sabbatical Leave entitlement, if they are entitled for sabbatical leave or when they become eligible for sabbatical leave later.

Leave with pay for travelling fellowships to Administrative and Financial Officers

51. Leave to employees to serve in a Sri Lanka Mission Abroad or for the spouse to join a person selected to serve in Sri Lanka Mission Abroad

51.1 With respect to an employee who has been selected by the Ministry of Foreign Affairs to serve in a Sri Lanka mission abroad shall be granted leave in the following manner.

Leave to serve in a Sri Lanka Mission Abroad

- (a) Such an employee should have submitted his application for employment in a foreign mission abroad through the relevant Head of the Institution.
- (b) If he has been selected for employment, he should request leave to accept such post.
- (c) Leave granted in this regards shall be initially for a period of two years without pay. Such leave without pay may be extended for further period of three years based on a request made by the person concerned along with documentary evidence to prove the extension of employment.
- (d) Leave granted in this manner should be reckoned for the purpose of granting increments. Such employee should be

placed, on his return on the salary point he would have reached had he not gone abroad. However, no arrears should be paid in respect of the increments obtained during such period.

- (e) Period of no pay leave so granted shall not be reckoned for computing the minimum period required for promotion.
- (f) The employee concerned on resumption of duties after availing leave granted for the above purpose shall serve two years before applying leave again for a similar purpose or leave under provisions specified in paragraph 22 of this Chapter.

51.2 Leave to the spouse of a person selected to serve in Sri Lanka Mission Abroad

Leave to join the spouse posted to Sri Lanka Mission Abroad

When an employee who is a spouse of a person posted to a Sri Lanka mission abroad requests leave, he shall be granted leave without pay by the Governing Authority initially for a period of three years and extended thereafter for a further period of two years.

Such request for leave should accompany documentary evidence with regards to the spouse's employment abroad which need to be appropriately endorsed by the Ministry of Foreign Affairs.

Conditions stipulated in (d),(e) and (f) of subparagraph 51.1 above are *mutatis mutandis* applicable to such employees.

52. **Leave preparatory to Retirement**

When a person retires from the service of the Commission/Higher Educational Institution/ Institute,

he may be granted accumulated leave of any two preceding year, preparatory to retirement in the following manner;

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| 52.1 | Accumulated leave of any two preceding years plus the available annual leave not exceeding twenty four (24) days in respect of the year of the retirement. | Accumulated leave of any two years |
| 52.2 | A person retired for inefficiency is not eligible for leave preparatory to retirement, unless special circumstances exist which would make it equitable or desirable to grant him such leave at the discretion of the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution concerned. | Officers retired for inefficiency |
| 52.3 | Leave preparatory to retirement will be allowed by the Chairman/ Secretary of the Commission or by the Vice-Chancellor/ Registrar of the University or the Director / Secretary of the University College or the Principal Executive Officer of the Institute / Centre for Higher Learning concerned. | Granting authority |
| 53. | Temporary inability to perform duties of office: Key Officials of the Commission/ Higher Educational Institutions/ Institutes | |
| 53.1 | The procedure to be followed, when the Chairman and the Vice-Chairman of the Commission, the Vice-Chancellor of a University, the Rector of a Campus, the Director of a University College, the Director of an Institute / Centre for Higher Learning and the Dean of a Faculty are unable to perform the duties temporarily, is specified in paragraph 23 of Chapter III. | Key positions in the Commission and the Higher Educational Institutions / Institutes |
| 53.2 | With regard to all other Senior positions of the Commission, Higher Educational Institutions/ Institutes, the Commission or the Governing Authority of such institution, as the case may | Other Senior positions |

be, shall take action to appoint a suitable person to act or attend to the duties of such positions until such time the holder of the respective post reports back for duties (Refer paragraph 23 of Chapter III).

- 53.3 It shall be the duty of the Higher Educational Institution/ Institute to keep the Commission informed of the temporary inability of the Principal Executive Officer of the institution to perform the duties of his office, when such a situation occurs, so as to enable the Commission to discharge its responsibilities in that regard under the provisions of the Act or the relevant Ordinance.

Commission should be informed

54. Grant of leave to Principal Executive Officers of Higher Educational Institutions/ Institutes

- 54.1 The Vice-Chancellor of a University /the Director of a University College/ the Rector of a Campus/ the Director of an Institute/ Centre for Higher Learning, may grant himself leave for casual purposes not exceeding six (6) days at any one time.

Casual purposes not exceeding six (6) days

- 54.1.1 The Vice-Chancellor and the Registrar of the University to which a Campus/ Institute is attached/ affiliated should be promptly informed of the leave so taken by a Rector or a Director under sub-paragraph 54.1 above, in order that the Registrar may attend to the routine duties of the Rector/ Director of the Institute as the case may be.

Prompt information to Vice-Chancellor and Registrar

- 54.2 The Power to grant leave to a Vice-Chancellor/ Director of a University College is vested with the Governing Authority of the Higher Educational Institution concerned. Any leave in excess of six (6) days under sub-paragraph 54.1

Grants of leave to Vice-Chancellor / Director

above and any leave to be spent out of the island should therefore be granted by the Governing Authority of the Higher Educational Institution concerned.

54.3 Leave other than casual to the Rector of a Campus/ Director of an Institute shall be allowed by the Vice-Chancellor of the University to which the Campus/ Institute is attached/ affiliated. In the case of a Director of an Institute/ Centre for Higher Learning which is not attached to a University, the Governing Authority shall grant such leave.

Leave other than casual to Rector/ Director of Institute.

54.4 The quantum of leave for a Vice-Chancellor/ Director of a University College/ Rector of a Campus/ Director of an Institute or Centre for Higher Learning and the rules governing the accumulation of leave and the granting of sick leave will be as given in paragraphs 45, 46 and 47 of this Chapter.

Quantum of leave

55. Special Leave for Chairman of the Commission/ Vice-Chancellors of Universities

Three (3) months Special Leave on full pay shall be granted on request to Vice-Chancellors who complete a full term of office [three (3) years] as Vice-Chancellor and revert to the substantive post in the university system. The Chairman of the Commission who completes a period of three (3) or more years of service in that capacity also is entitled for the above facility.

Special Leave for Chairman / Vice-Chancellors on relinquishing duties

56. Leave to Temporary and Casual employees

Temporary and Casual employees are entitled for two (2) days leave for each of completed month of service.

Temporary, and Casual employees

57. Leave to Casual Daily Paid Employees

- 57.1 A Casual Daily Paid employee who has continuous service for a period of two years or more and whose services warrant the concession may at the discretion of the granting authority, and on the production of a Medical Certificate be allowed sick leave on full pay up to a maximum of fourteen (14) days in a year. Maximum of 14 days
- 57.2 If a casual daily paid employee has exhausted the leave to which he is eligible under subparagraph 57.1 above and requires further leave on account of illness medically certified, he may be allowed any unused sick leave of the previous year and the lapsed sick leave of any two years. An employee cannot, however, in any one year avail himself of the lapsed leave of more than one such period of two years. The total of such lapsed sick leave granted to an employee during any two years should not also exceed the employee's normal quota of sick leave for two years, viz. twenty eight (28) days. Lapsed Sick Leave
- 57.3 A casual daily paid employee may be granted twenty one days casual leave in a year, provided he has worked for at least 250 days during the preceding twelve months. The quota of twenty one days will be reduced by one day for every period of three days or part thereof by which his attendance falls short of 250 days. Casual leave 21 days on condition
- 57.3.1 In calculating the number of days of attendance, the following days of absence may be counted as attendance:
- (a) Absence on full pay (including sick leave and casual leave)
 - (b) Absence on the day following a night shift.

- 57.3.2 Casual leave will be granted as and when the exigencies of the work will permit at the discretion of the Secretary of the Commission or the Principal Executive Officer /Registrar/ the most Senior Officer in the Administrative Staff of a Higher Educational Institution/ Institute as the case may be. Grant of casual leave
- 57.3.3 The leave year for casual leave will be a calendar year and leave in respect of the calendar year should be taken any time during that year. Any casual leave left unused at the end of a calendar year will lapse. Employees who have not completed twelve months service at the commencement of the year can be granted proportionate leave in respect of the year in which they complete twelve months service, provided they complete it by 30th September, according to the following table;
 If 12 months service is completed by 31st March: 16 days leave
 If 12 months service is completed by 30th June: 10 days leave
 If 12 months service is completed by 30th September: 05 days leave Proportionate casual leave
- 57.4 Casual daily paid employees are not entitled to accident leave under paragraph 7 of this Chapter. Not entitled to accident leave
- 57.4.1 A casual daily paid employee may be treated as a "Workman" under the Workmen's Compensation Ordinance and may be paid half-monthly payment in terms of paragraph 6(i)(D) of that Ordinance for periods of temporary disablement following an accident arising out of and in the course of his employment.

57.4.2 As no compensation is paid for waiting period of seven days stipulated in paragraph 6(i) (D), he may be granted any earned casual leave under subparagraph 57.2 above to cover that period.

58. Leave to Apprentices

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| 58.1 | Apprentices and Trainees who are paid an allowance during the period of training are eligible for seven (7) days casual leave and seven (7) days sick leave a year on completion of one year service. | Casual & Sick leave |
| 58.2 | Apprentices and trainees whose apprenticeship or training is less than one year will not be eligible for any paid leave during their period of apprenticeship or training. | No pay leave for apprenticeships less than one year |
| 58.3 | Apprentices and trainees who have to follow a course of study as part of their apprenticeship/ training should not be allowed any leave during term time. | No leave during term time. |