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கல்வி அமைச்சு
Ministry of Education

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Your Ref.

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திகதி
Date } 26.10.2023

Education Circular No - 37/2023

To All Principals,

Leave and Late Reliefs of Teachers

In addition to the provisions laid down by Section 24 in Chapter XII of the Establishments Code regarding leave of teachers, the Ministry of Education has issued circulars and letters of instructions from time to time. However, the following instructions are issued in relation to the leave of teachers by considering the consistent inquiries being made.

01. Taking Leave

- I. The approval must be obtained in advance from the relevant authority before going on leave. In cases of impossibility to obtain prior approval for leave owing to unavoidable reasons, the absence should be communicated in the most immediate way possible. If such a communication is not made within a reasonable period, full details of the concerned teacher should be given to the Zonal Director of Education enabling him/her to issue a Vacation of Post Notice when a need arises.
- II. Once the relevant entries are placed in the leave register, all leave applications should be filed in the school office. The particulars of leave taken excessively should be reported to the Zonal Director of Education to charge money for no-pay leave. The principals should ensure that the said money is levied from the teachers' salaries with no delay by the Zonal Director of Education.
- III. A suitable arrangement should be made by the principals to cover the works of absent teachers whenever possible. You should inform your teaching staff that any teacher; who does not come to work without taking leave or without a justifiable reason or without giving notice, has to be deemed to have been vacated the service.

02. Short Leave

The short leave can be granted for similar matters as applicable for casual leave being limited to a maximum of one hour at each occasion so as not to exceed two cases per month. When such leave is taken, the respective teacher should ensure to record those in the document prepared for entering short leaves and get the approval from the Principal.

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03. Late Attendance

- I. The principal should ensure that each teacher serving in his/her school acts as follows on daily basis.
 - (a) That they come to the school on time
 - (b) That they are engaged in duties till the end of school.
 - (c) That the time of arrival and departure are recorded with signatures in the attendance register.

- II. The attendance register must be closed by marking a red line immediately after a lapse of 15 minutes from the scheduled start time of the school, and if teachers come to the school late for less than half an hour per day for 03 working days after starting the school, such delay should be considered as a half-day leave and this relief should be restricted to once a month only. At the events of subsequent late attendance of less than half an hour to the school, each delay of that sort should be considered as a half-day leave.

- III. Each late attendance for more than half an hour; after the start of school, should be considered as a half-day leave. So as to get a half day off, the teachers should work at least half of the school session or 2 ½ hours, whichever is greater.

- IV. In addition to a certain disciplinary action taken against those who attend the school late as a custom, such details should be reported to the Zonal Director of Education in order to place records in their personal files.

Sgd. / M.N. Ranasinghe

Secretary

Copies -

1. All Provincial Directors of Education - For Kind Information
2. All Zonal Directors of Education - For Kind Information