

ENGLISH TRANSLATION  
SRI LANKA

Circular No. 01/2023

My No: WPEC/MAI/Circulars  
Co-operative Employees' Commission (W.P.)  
No.;628, Janajayacity Building,  
08<sup>th</sup> Floor, Nawala Road,  
Rajagiriya.  
10.01.2023

To : Chairmen of all Multi Services Co-operative Societies, District Rural Banks, SANASA Societies, Co-operative Boards and Co-operative Societies/Unions in the Western Province.

**Leave of year 2023 for Co-operative Employees**

According to the regulations of the Co-operative Employees' Commission, the public leave entitled for Co-operative employees are the days declared by the Hon. Minister of Labor, under Shop an Office Act. Accordingly, employees are informed in terms of Commission directive that the following days are the leave days for Co-operative employees.

- January -15 Tamil Thaipongal Day
- February -04 National Independence Day
- April -13 Day before Sinhala and Tamil New Year
- April -14 Sinhala and Tamil New Year Day
- May -01 International Workers' Day
- May -06 Day following the Vesak Full Moon Poya Day
- September -28 Birth day of Prophet Mohamed (Mila-Dun-Nabi)
- December -25 Christmas Day

02. In addition to above, employees shall obtain the date declared by the Commissioner of Co-operative Development as "Co-operative Date", the days declared by the government as "government holidays", all Full Moon Poya Days as holidays, as the case may be. In addition to this, decision to approve leave for the employees may be taken according to the Board decision, in case employees would make request seeking leave.

03. As the days before Sinhala/Tamil New Year had been taken as holidays for year 2023, Commission grants approval to open the society office or retail shops on one day or both days out of above if any society desires, for the ease of the consumers and give instructions to employees to work. When taken measures as aforesaid, the employees who engage in the service must be given fully paid holidays equivalent to the number of days employed, within next 30 days. When such society office or a retail shop is left opened as aforesaid, the Commission must be informed without delay even the entire employment or part of that was instructed to work.

04. In case any of the leave days out of above would be included to the 1 ½ leave granted by the society, half day or one day on behalf of that must be granted respectively as leave, within next 30 days. As an alternative to this, half day or one day or salary of one day may be paid on behalf of that as the case may be.

By order of the Commission,  
**Sgd. Illegibly**  
L.P. Manoja S. Pathirana  
Secretary (Acting)  
Co-operative Employees' Commission  
Western Province

Copies: 01. Secretary, Ministry of Road Transport, Co-operative Development (Western Province) - F.N.I.  
02. Commissioner and Society Registrar of Co-operative Development - F.N.I

I, S.P. Karunasena being a Sworn Translator of the Democratic Socialist Republic of Sri Lanka do hereby certify that foregoing is a translation of the **Circular No. 01/2023** dated **10.01.2023** issued by the **Co-operative Employees' Commission (W.P.)** and translated by me duly and correctly from Sinhala into English language.