POLICY NAME	TM LEAVE POLICY
POLICY OWNER	DIRECTOR – GROUP HUMAN RESOURCES
POLICY DATE	NA
APPROVED BY	MAS APPAREL BOARD
LAST VIEW DATE	January 2026

MAS
CHANGE IS COURAGE

MAS LEAVE POLICY [TM]

1.0. PURPOSE OF THE POLICY 2
2.0. SCOPE 2
3.0. TYPES OF LEAVE 2
3.1. ANNUAL LEAVE 2
3.2. HALF DAY – ANNUAL LEAVE 4
3.3. SICK AND MEDICAL LEAVE 4
3.4. ACCIDENT LEAVE 5
3.5. MATERNITY LEAVE 5
3.6. PATERNITY LEAVE 6
3.7. ADOPTION LEAVE 6
3.8. LEAVE TO VOTE AT ELECTIONS 7
3.9. LEAVE TO ATTEND LOCAL GOVERNMENT AUTHORITY MEETINGS 7
3.10. DUTY LEAVE 7
3.11. EXAM LEAVE 7
3.12. COMPENSATORY HOLIDAY 8
3.13. BEREAVEMENT LEAVE 8
3.14. NO-PAY LEAVE 8
3.15. UNAUTHORIZED LEAVE AND CESSATION OF SERVICES ON EMPLOYEE'S OWN CONDUCT AND VOLITION 9
4.0. PROCEDURE 9
4.1. PLANNED LEAVE 9
4.2. EMERGENCY LEAVE 9
5.0. GENERAL GUIDELINES 10
6.0. MANAGING NON-COMPLIANCE 10
7.0. RESPONSIBILITY 11
8.0. DEFINITIONS 12

POLICY NAME	TM LEAVE POLICY
POLICY OWNER	DIRECTOR – GROUP HUMAN RESOURCES
POLICY DATE	NA
APPROVED BY	MAS APPAREL BOARD
LAST VIEW DATE	January 2026

MAS
CHANGE IS COURAGE

1.0. PURPOSE OF THE POLICY

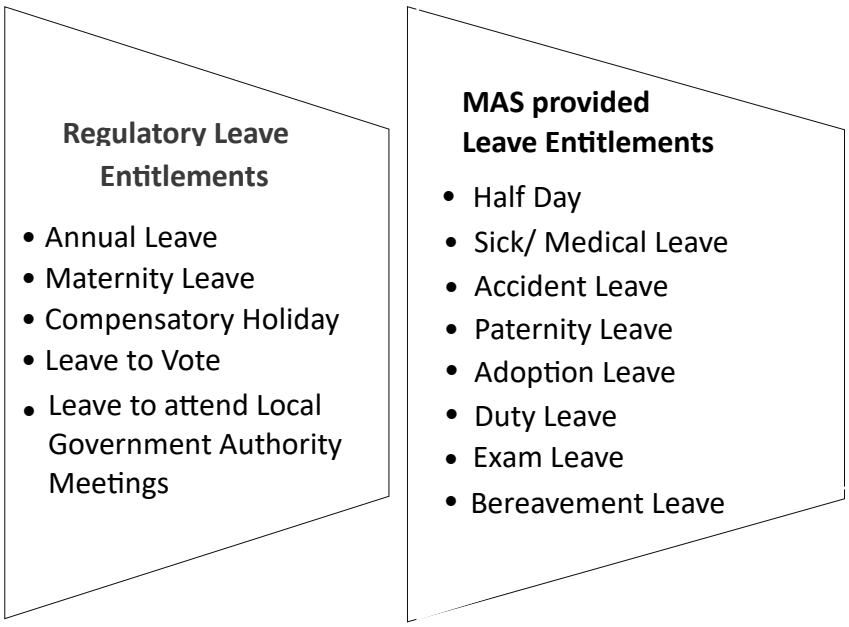
Leave represents periods of rest and recuperation, and MAS believes that this ensures occupational health and work life balance; and enables the continuity of good and acceptable work performance of its employees.
The purpose of this policy is to establish a procedure that adheres to statutory requirements, vendor compliance and set a company standard under which employees obtain their leave entitlement, whilst supporting the evolving trends of employees' lifestyles.

2.0. SCOPE

This policy is applicable to all MAS employees who are governed by the Wages Boards Ordinance (No. 27 of 1941) (as amended), hereinafter called "the Wages Boards Ordinance."

3.0. TYPES OF LEAVE

Employees belonging to the Wages Board Ordinance are eligible for the following types of leave:



3.1. ANNUAL LEAVE

- Employees are entitled for annual leave after completing 1 year of service. Such year of service shall be calculated from the date of joining, until 12 calendar months are completed.
- In respect of the 1st year of service completed, during which the employee has continuously been in employment, the employee earns the following leave, which can be utilized in the second calendar year of employment:

Date of Joining the organization	Number of days of Annual leave earned during the first year of employment (to be utilized in the second year of employment)
Between 1st January and 31st March of the previous year	14 days
Between 1st April and 30th June of the previous year	10 days
Between 1st July and 30th September of the previous year	07 days
Between 1st October and 31st December of the previous year	04 days

- From the third calendar year of employment onwards every employee is entitled to 14 days of Annual Leave per Calendar Year.
  e.g.: an employee who joined on the 23rd June 2019 shall be entitled to 10 days of annual leave from 23rd June 2020 (after completing 1 year of service), which can be utilized during the second year of employment (year ending 31st December 2020). This employee will be entitled the full 14 days of annual leave from 1st January 2021.
- Employees are encouraged to take their annual leave in a planned manner progressively throughout the year.
- Dates on which annual leave is taken should be agreed on by both the employer and the employee concerned.
- For an employee who is continuing employment, unutilized annual leave up to a maximum of 7 days can be encashed at the end of the year (at a daily rate).

3.1.1. Annual Leave on Termination of Employment

In the event an employee resigns, or employment is terminated, annual leave should be applied for when giving notice of termination/resignation.

- Calculation of annual leave applicable at the time of termination of employment
  - Eligibility for balance annual leave application/ encashment upon termination of employment due to resignation or disciplinary grounds is upon completing 1 year of continuous service.
  - Subsequent to completing 1 year of continuous service, if employment is terminated due to termination/ resignation, an employee shall be eligible to encash/ apply for annual leave in the following manner:
    - Employees governed by the Textile Wages Board – As stipulated by law, employees governed by the Textile Wages Board shall be entitled to unutilized leave of the current year, and leave earned in respect of the following year. The total number of holidays shall not exceed twenty-one (21) days

- Employees governed by Garment Wages Board – over and above legal requirement, MAS employees shall be eligible to apply/ encash for unutilized leave of the current year, and leave earned in respect of the following year.

- Other provisions

Reason	**Annual Leave**	**Application Process**
Termination due to Resignation	Entitled annual leave can be applied	I. Such submissions should be with mutual consent of both employee and supervisor II. When applying for annual leave in this instance, adequate time should be available at work for handing over of work, completion of work undertaken etc.
	If unable to grant annual leave to employee, the organization shall pay at a daily rate, attracting EPF/ ETF, the annual leave determined as per the calculation above.	
Termination due to disciplinary grounds	Entitled annual leave cannot be applied	I. Employment will cease with immediate effect. II. Entitled annual leave determined as per the calculation above, will be paid for by the organization at a daily rate. EPF/ETF will be payable on the encashment

3.2. HALF DAY – ANNUAL LEAVE

- On mutual agreement with the respective line manager, employees are entitled to utilize their respective annual leave entitlements as half days.
- To avail a half day's leave, the employee working on a general shift would need to work a minimum of four and a half (4.5), while an employee working on double shift work a minimum of 4 hours; with no interval for meals.

3.3. SICK AND MEDICAL LEAVE

- Leave for illness will be granted according to the nature of the illness and the doctor's advice, at the discretion of the management.
- A medical certificate must accompany every application for sick leave in excess of two consecutive days.

- Subject to exception set below, sick leave will be granted from an employee's allocated annual leave.
- In addition to the allocated annual leave, the Company will grant additional leave for certain contagious diseases such as follows;

Disease	Max. Number of Days
Chicken Pox	14 days
Measles	10 days
Mumps	7 days
Sore Eyes	3 days

- The above will be approved subject to provision of a medical certificate by a government certified doctor.
- The Company may grant additional leave for other medical reasons (such as broken limbs, surgery, malaria, dengue, chikungunya, and other such serious epidemics.) Number of days to be given as leave for this purpose shall be decided by management on a case by case basis; and shall be granted once the individual exhausts his/ her leave entitlement.
- Applications for such leave will be approved at the discretion of the management and should be supported by doctor's prescriptions, a medical certificate by a government certified doctor and other related documents setting out details and period of rest required.
- Where incurable diseases are concerned sick/medical leave will be considered on a case by case basis. Whether such leave is on the basis of "paid "or "unpaid" will be decided by management on a case by case basis.

3.4. ACCIDENT LEAVE

- For an accident that occurs during the course of work (at the work premises or elsewhere while performing duties), leave with full pay will be granted as medically required.
- A medical certificate from the Company Medical Officer or a Government Certified Medical Officer is required to recommend the number of days to be granted as accidental leave.

3.5. MATERNITY LEAVE

- In the event of a confinement resulting in the birth of a live child:
    - 2 weeks immediately preceding the confinement and 10 weeks immediately following the confinement.
    - If the employee had worked 2 weeks or part thereof of the pre-confinement period number of such days could be taken as post confinement days.

- Hence, the employee shall be entitled for a total of twelve 12 weeks for 'Maternity Benefits' with regard to the confinement.
- The period given in respect of maternity benefits shall be in addition to any holiday or leave to which she is entitled.

- In the event of a confinement not resulting in the birth of a live child or in the issue of a viable foetus
  - 2 weeks immediately preceding confinement and 4 weeks immediately following the confinement.
  - If the employee has not taken 2 weeks pre-confinement days or part thereof, such days could be utilized as post confinement for the purposes of 'Maternity Benefits'.
  - Hence the employee shall be entitled for a total of 6 weeks with regard to such confinement.
  - The period given in respect of maternity benefits shall be in addition to any holiday or leave to which she is entitled.
- A female employee who has been confined is required to give written notice of her date of confinement and whether the respective confinement resulted in a live birth or not as soon as possible, and not later than within one (1) week of her confinement for the purposes of ascertaining the number of days she will be permitted to be absent from her work.

3.6. PATERNITY LEAVE

- At MAS, we believe that our male employees too need to be supported at the time of having a new-born child. For this purpose, male employees will be granted ten (10) working days as paternity leave.
- Paternity leave shall be taken as ten (10) working days when required, within one [1] year of the date of birth of the child. Five days of this leave shall be taken consecutively. Hospital certificate showing the date of birth of the child shall be produced when applying for paternity leave [in the first application of such leave].
- If the employee so wishes he may apply for up to two (2) days of the above mentioned 10 working days of paternity leave prior to the birth of the child so long as such is taken no more than one month prior to birth. Within a month of taking the 2 days HR shall require you to present the birth certificate of the child.

3.7. ADOPTION LEAVE

- A female employee adopting a child is entitled leave depending on the age of the child adopted:
  - If the child is one (01) year or less – same duration of leave granted for a biological child
  - If the child is between one (01) to five (05) years old – half of the duration of leave granted for a biological child

- A male employee who adopts a child shall be entitled to ten (10) days of paternity leave within one (1) year from the date of adoption. Five days of this leave shall be taken consecutively.

- Application for leave should be informed to the immediate supervisor and HR department, three (03) months in advance of the date of adoption; and must be supported by Legal documents confirming the adoption.

3.8. LEAVE TO VOTE AT ELECTIONS

- This will be governed by the rules and regulations of the respective legislation and in consultation with the Employers' Federation of Ceylon (EFC).

3.9. LEAVE TO ATTEND LOCAL GOVERNMENT AUTHORITY MEETINGS

- An employee duly elected to serve any local government authority shall be entitled to avail paid leave to attend meetings of the respective institution which she/he is elected to. Provided, however, a letter inviting her/him for the meeting by the relevant local government authority will have to be produced to the human resources division of the company at least one week prior to the requirement.
- Duty leave shall be applied for such requirement upon acknowledgment.

3.10. DUTY LEAVE

- Where an employee is required to participate in or represent the Company at any international, national event (e.g. oratory, sports etc.), for which an employee has been appointed for by the Company, duty leave shall be granted for the duration of that event.
- Duty leave will be approved upon submission of documentary proof & will be reviewed on needs basis.
- Duty leave is in addition to the allocation of entitled leave.

3.11. EXAM LEAVE

- Confirmed employees are entitled to paid exam leave in addition to the individual leave entitlement, in the event they sit for examinations related to the job scope from a recognized institute, that lead to career advancement and organizational growth. Such paid leave will be approved by the Head of Department and informed to HR.
- One (01) working day prior & the day of the examination will be granted as leave where it is the first sitting for that particular examination while in employment at MAS.
- If the employee is sitting for the exam a second time, exam leave will only be granted for the day of the examination.
- The maximum number of days granted under exam leave shall be ten (10) days per year. In the event the employee wishes to take any additional leave for exam purposes, leave will be deducted from the individual leave entitlement for the specific year. If such leave has been exhausted, it will be treated as no-pay leave.
- An individual embarking on such courses should inform their immediate supervisor and the HR Manager in writing of such an endeavor & the planned dates of leave for the examination.

- Individuals joining MAS should, at the time of recruitment, inform the immediate supervisor & HR Manager in writing of such exams that are already undertaken or planned within the course of the calendar year of joining.

Note: it is the responsibility of the immediate supervisor & the HR Manager to obtain such information at the time of recruitment.

- Application for Exam Leave shall be made two (02) weeks in advance, and should be supported by proof of examination timetable and other supporting documents.

3.12. COMPENSATORY HOLIDAY

- If an employee works on a statutory holiday (which does not fall on a Sunday), a compensatory day will be added on to their leave entitlement on or before 31st December of the same year, or he/she will be paid as stipulated by law.
- If an employee works on a Sunday, he/she will be paid additional wages as stipulated by law; and will be granted an additional day's holiday within 6 days immediately following the Sunday worked, unless more days are required to be given as per customer code of conduct.
- Where an employee is required to work on a Poya day, he/she will be paid an additional wage as stipulated by law.
- If two or more holidays fall on the same day and an employee is required to work on such a day, terms of the calculations which is more beneficial for the employee shall apply.
- However, the above terms will only be granted where such employee's presence at work on the holiday is mandatory and is not to complete the normal tasks already entrusted.

3.13. BEREAVEMENT LEAVE

- If an employee who has already exhausted his/her individual leave entitlement requires additional leave for situations such as bereavement of "immediate family members", such employees shall be granted bereavement leave at the discretion of the management.
- For the purposes of this clause "immediate family members" shall mean parents, siblings, children, spouse and parents in law.

3.14. NO-PAY LEAVE

- If an employee who has exhausted his/her annual leave entitlement, needs additional leave on reasonable grounds (e.g.: medical conditions, exams, etc.), no-pay leave may be granted at the discretion of supervisor and/ or management.

Note: No-pay leave is not an entitlement and is granted purely based on discretion of the management.

3.15. UNAUTHORIZED LEAVE AND CESSATION OF SERVICES ON EMPLOYEE'S OWN CONDUCT AND VOLITION

- This refers to an event where the employee does not report to work on working days, without prior approval of the line manager.
- In such case, it is the responsibility of the Supervisor/ Line Manager/ Head of the Department (HOD) to immediately inform HR Department of any absence which had not been informed to the Line Manager / HOD on the first day of such absence.
- In the event, the employee does not report to work for three (03) consecutive days without approval and without informing the Supervisor/ Line Manager, HOD or HR Department; the HR Department will inform such employee to report to work on or before a reasonable date, via a telephone message followed by a letter sent on registered post, and another message equivalent to an email or tele mail, on the day following the three (03) days of absence.
- Thereafter, if the employee does not report to work within 3 days of such email, tele mail, or letter as instructed, he/she will be considered to have no interest in continuing employment with the Company. Accordingly, on the 8th day commencing from the first day of absence, he/she will be notified that his/her contract is terminated by his/her own conduct and violation of the Contract of Employment

Note: - The employees should always keep their contact details updated with HR.

4.0. PROCEDURE

4.1. PLANNED LEAVE

- Application for leave should be submitted a minimum of three (03) working days prior to the planned day of leave.
- Where 3 or more days of leave are required, application for same should be submitted at least ten (10) working days prior to the first day of leave.
- Employees should complete the relevant leave application and obtain approval from the immediate supervisor *(Note: that this is the minimum requirement & the procedure could vary from SBU to SBU & depending on the designation of each individual).* Thereafter, it should be submitted to the Human Resource Department

4.2. EMERGENCY LEAVE

- When emergency leave is required but the employee is not in a position to obtain prior approval, the immediate Supervisor should be informed (via telephone, message, etc.) of the inability to attend work & reasons for same before 9.00 am on the day; or two (02) hours prior to the start of the shift which the employee is unable to report to work.
- In the event the immediate supervisor or HR department cannot be reached, a message should be left and the name of the person who took the message should be noted

- Upon returning to work an application for leave should be handed over to obtain approval and submit same to the HR department.

Note: Submitting an application of leave only upon return to work (not submitting an application for leave before obtaining same) will be considered as "unauthorized absenteeism", except in emergencies such as sickness, bereavement or a vehicle accident etc.

5.0. GENERAL GUIDELINES

- The 'leave year' or 'year of employment' is January to December for all employees.
- When leave days are counted, only working days are taken into account.
- If an employee has been absent from work without prior notification or without notifying on the day emergency leave is taken, and there is no valid reason to have been absent from work without notification as per the procedure; employees can be sent on "no pay" even where there is balance leave to the credit of such employee.
- Absence from work without a valid reason is a serious violation of the company policy and code of conduct; and will be dealt with according to the company Disciplinary Procedure.

6.0. MANAGING NON-COMPLIANCE

6.1. Report non-compliance of the policy to your immediate supervisor, respective HR and/or ER department SBU, Divisional or Group Code Officer.

6.2. The Central MAS DNA team, HR, all Code Officers and other accountable parties will maintain the confidentiality of all parties involved in the recording and investigation of the complaint.

6.3. It is your responsibility to support ongoing investigations by being open, honest and maintaining confidentiality, in the event you are contacted by a member of the Central MAS DNA Team, HR or a Code Officer.

6.4. Retaliation against an individual for; lodging/ attempting to lodge a complaint, supporting a victim, or participating in investigations; amounts to non-compliance of the MAS DNA (Code of Conduct) and the policy.

6.5. Reporting unfounded false allegations with wrongful intentions of malice, in a bid to tarnish reputations, amounts to non-compliance of The MAS DNA.

7.0. RESPONSIBILITY

Party Responsible	Actions
MAS Apparel Board	• Approval and sign-off
Director - MAS Group Human Resources	• Ownership and authority to make amendments
MAS Central DNA Team	• Addressing non-compliance
Code Officers	Monitor Compliance • Ensure the respective unit adheres to the policy and provide further support if and when required Manage Non-Compliance • Record and investigate all violations in a timely manner Sustainability • Ensure to regularly communicate within the respective units on the Leave Policy and the procedure for applying leave • Work with HR to ensure new Recruits receive mandatory education and training about the importance of responsible application of leave • Liaise with Group HR and provide regular feedback on the policy and process via policyinfo@masholdings.com
Immediate Supervisors / Line Managers/ HR	Educate • Educate your team on the Leave Policy Ensure Adherence • Ensure to be fair and supportive to employees when they request for leave (as per the policy) to balance their domestic and/ or other responsibilities • Ensure that employees adhere to the policy and apply for leave as per procedure Manage Non-Compliance • Report any violations immediately to an SBU/ Divisional/ Group Code Officer

Employees	• Read, understand and comply with the Leave Policy • Apply leave responsibly and as per the procedure set out in the policy • Ensure to seek approval from the immediate supervisor/ line manager/ HR when applying for leave • Provide any supporting documentation if needed *(e.g.: for sick/ medical leave)* • If in doubt, contact the respective HR department or the Central MAS DNA team at Group HR via policyinfo@masholdings.com • Report any activity that may not comply with the Leave Policy to an SBU/ Divisional/ Group Code Officer

8.0. DEFINITIONS

Leave	Authorized absence from work. This could be with pay or without pay (if the individual has exhausted his/her leave entitlement)
Unauthorized absenteeism	Absence from work without approval as per procedure.
Immediate Supervisor	Person you are directly reporting to
Confinement	Labour resulting in the issue of a child, whether dead or alive, or the issue of a viable foetus.
Stillbirth/ Viable Foetus	A foetus of at least 28 weeks gestation and in the case of doubt, at least one of the following conditions should be satisfied for the foetus to be considered 28 weeks old – a. the length of the foetus should be at least 12 inches, or b. the weight of the foetus should be at least 2 lbs.
Week	The period between midnight on any Saturday night and midnight on the succeeding Saturday night.