

<i>Full Period of Sickness</i>	<i>Less Pro - Rata Days - Off</i>	<i>Debited Working Days</i>
1 calendar day	nil	debit as 1 working day
2 calendar days	nil	debit as 2 working days
3 calendar days	less 1 day - off	debit as 2 working days
4 calendar days	less 1 day - off	debit as 3 working days
5 calendar days	less 1 day - off	debit as 4 working days
6 calendar days	less 2 days - off	debit as 4 working days
7 calendar days	less 2 days - off	debit as 5 working days
8 calendar days	less 2 days - off	debit as 6 working days
9 calendar days	less 2 days - off	debit as 7 working days
10 calendar days	less 3 days - off	debit as 7 working days
11 calendar days	less 3 days - off	debit as 8 working days
12 calendar days	less 3 days - off	debit as 9 working days
13 calendar days	less 4 days - off	debit as 9 working days
14 calendar days	less 4 days - off	debit as 10 working days
15 calendar days	less 4 days - off	debit as 11 working days
16 calendar days	less 4 days - off	debit as 12 working days
17 calendar days	less 5 days - off	debit as 12 working days
18 calendar days	less 5 days - off	debit as 13 working days
19 calendar days	less 5 days - off	debit as 14 working days

- (c) Notice therefore that this above method of determining the debit for sick leave in working days is irrespective of the length of the underlying rostered working day.

Any sick leave not utilised in one year may not be rolled - over and may not be accumulated. Nor may unutilised sick leave be encashed.

- 21.7 SICK LEAVE CERTIFICATION.— On the first day of any illness it is the duty of the Employee to inform the Company of their absence due to sickness, the nature of their illness, and the expected duration of their absence.

On the first three occasions of sickness per annum, the first two days of sickness per occasion may be uncertified, but for each period of sickness exceeding two days an Employee is required to submit a medical certificate. On the fourth and subsequent occasion of sickness per annum a medical certificate is always required.

On the first three occasions of sickness per annum, if a medical certificate is required then it will be accepted from any recognised doctor. On the fourth and subsequent occasion of sickness per annum, only medical certificates issued by one of the doctors on the specified list of a panel of doctors will be accepted.

In areas of Sri Lanka where there is no appointed doctor on the panel of doctors reasonably accessible to the employee, the Company will accept medical certificates from any registered medical practitioner in that area. But in cases where the Company has reasonable doubt over the authenticity or credibility of a particular doctor, then the Company Medical Officer should refer to a company nominated specialist/consultant.

Wherever practically possible, all employees who need to take sick leave will provide prior notification and apply for such leave as much as possible in advance, unless the reason for the absence is one which could not have been foreseen.

22. *Maternity Leave & Return to Work Policy After Maternity Leave.*—

- 22.1 Criteria to return to work as a Cabin Crew Member when a female Crew member becomes pregnant, subject to confirmation of pregnancy by the company doctor, she will have to cease all her flying duties and will be transferred to Airport Service Delivery.

- * Maximum of one year after returning from maternity leave, the Crew member shall return to her flying duties.
- * To be within the height / weight ratio (using the current methodology)
- * The staff shall return to the original position held prior to pregnancy, subject to vacancy.

- * When the Cabin Crew are transferred to Airport Service due to pregnancy, they will be placed in the same grade, but the job role will be that of an agent. However, their salary and non - flying benefits will remain unchanged. If the staff member seeks a transfer to other sections, the staff should follow the company SVN procedure.

22.2 Cabin Crew who have not completed 3 years of service will be covered as per the Letter of Appointment.

23. **Retirement Age.**– The retirement age of all Employees will be 55 years for all Employees employed by the Company in Sri Lanka. For all intents and purposes including the purpose of retirement, the date of birth given by the Employee at the time of appointment shall be the sole and conclusive date of their birth.

24. **Employee Provident Fund (EPF).**–

- 24.1 Contributions to the Central Government Employee Provident Fund (EPF) are mandatory for all Employees covered by this Agreement.
- 24.2 For locally employed Employees, the Company contribution rate shall be 15.0% of eligible monthly salary, and the Employee contribution rate shall be 10.0% of eligible monthly salary.
- 24.3 For the purposes of EPF contributions, eligible monthly salary for all Employees covered by this Agreement is a combination of monthly basic salary as defined in section 8 of this Agreement plus any applicable personal differential allowance as defined in this Agreement.

25. **Employee Trust Fund (ETF).**–

- 25.1 Contributions to the Central Government Employee Trust Fund (ETF) are mandatory for all Employees covered by this Agreement.
- 25.2 For locally employed Employees the Company contribution rate shall be 3.0% of eligible monthly salary, and is non-contributory for the Employee.
- 25.3 For the purposes of ETF contributions, eligible monthly salary for all Employees covered by this Agreement is a combination of monthly basic salary as defined in section 8 of this Agreement plus any applicable personal differential allowance as defined in this Agreement.

26. **End-of-Service Gratuity.**–

- 26.1 All locally employed Employees are entitled to end-of-service gratuity benefits provided they complete five continuous years of service with the Company. No Gratuity is payable if the Employee does less than five completed years of continuous service. Nor is any gratuity payable if the Employee has their services terminated for reasons of fraud, negligence or misconduct. The gratuity payment shall be in accordance with the Gratuity Act No. 12 of 1983.
- 26.2 The end -of-service gratuity is 0.5 months of applicable salary for each completed year of service, and the applicable monthly salary is the final salary in issue on the last day of service, which shall be used to determine the full amount of the gratuity payable.
- 26.3 The applicable monthly salary for all Employees covered by this Agreement is a combination of monthly basic salary as defined in section 8 of this Agreement plus any applicable personal differential allowance as defined in section 8.6 of this Agreement.

27. **Medical Benefits Scheme.**–

- 27.1 All locally employed Employees are covered by Category “B” medical benefits scheme which apply to all Cabin Crew in grades C1 – C5 (formerly 3C-7C) and equivalent Graded Staff in parallel grades 1 – 7 inclusive, subject to the terms and conditions and exclusions of the medical benefits scheme as described in the medical benefits handbook, which may be amended at any time at the discretion of the Company and the Company will ensure that any changes are not less favourable.
- 27.2 The medical benefits scheme covers the Employee and Family, where Family coverage is defined to be for spouse and unlimited children who are unmarried and upto their 21st birthday (or 23rd birthday if still in full-time education).

27.3 contributions per person covered are:

- (a) Employee: 1.00% of actual individual monthly basic salary
- (b) Spouse: 0.75% of actual individual monthly basic salary
- (c) Child: 0.50% of actual individual monthly basic salary

However, the maximum contribution per person covered is Rs. 100 per month except for staff who are less than 10 years in service, staff has to pay an additional of Rs. 50 per month per family. This additional payment do not have any additional benefits to the current Hospitalisation package.

However, the current out-patient payment of Rs. 1,000 per annum per family will be increased to Rs. 2,000 per annum per family.

27.4 The main benefits of the medical scheme for all Cabin Crew are as follows:

- (i) COMPANY CLINIC BENEFITS.- The Employee only (and not Family dependants) may use the company clinic free of use without limit, and all medicines from the clinic are free-of-charge for the Employee.
- (ii) PANEL OF DOCTORS.- The Employee and Family dependants may get consultations free-of-charge from the specified list of a panel of doctors, but any medicines from this panel of doctors is deducted from the limit for out-patient benefits.
- (iii) OUT PATIENT TREATMENT.- For an Employee with less than 10 years of completed continuous service, the coverage for out-patient treatment is an annual overall total of Rs. 2,000 per annum per family. For an employee with more than 10 years of completed continuous service the coverage for out-patient treatment is an annual overall total of Rs. 2,000 per person, per annum.

Benefits of one Family member may be used by another covered Family member within this overall limit per family per annum.

However any high-cost special investigations performed as an out-patient would be fully reimbursed by deducting instead from the limit for in-patient benefits.

- (iv) DENTAL CARE.- Included in the limit for out-patient benefits are treatments for dental care. This includes consultations free-of-charge from the Company-appointed dentist for the Employee and Family members, but any medicines and any costs of procedures will be deducted from the limit for out-patient benefits.
- (v) IN-PATIENT TREATMENT.- Coverage for in-patient treatment including hospitalisation is upto 800 times the monthly contribution per annum per Employee covered. Thus the maximum in-patient benefits for Employees are upto Rs. 80,000 per Employee per annum.

Coverage for Family members (spouse and children) is 800 times the monthly contribution for the spouse per annum and 600 times the monthly contribution per child covered per annum. The benefits of one Family member may be used by another covered Family member after appropriate medical evaluation by the Company Medical Officer (CMO).

For an Employee (and their Family) with less than ten years of completed continuous service, all in -patient bills are reimbursed at 80% within the limit for in-patient benefits.

For an Employee (and their Family) with more than ten years of completed continuous service, all in-patient bills are reimbursed at 100% in full within the limit for in-patient benefits.

However if the hospitalisation is in a Government hospital, then a supplemental allowance of Rs. 150 per day is paid for each day of such hospitalisation, and the cost of drugs and required investigations that are not available in the hospital will be paid upto the specified limits.

- (vi) MATERNITY BENEFITS FOR NORMAL BIRTHS.- A reimbursement of upto Rs. 3,500 for maternity expenses will be made to the spouse of an Employee for the first two births if the hospitalisation is in a government hospital.

A reimbursement of upto Rs. 7,000 for maternity expenses will be made to the spouse of an Employee for the first two births if the hospitalisation is in a private hospital.

- (vii) OPTICAL CARE.– Coverage for optical care benefits is Rs. 2,500 every two years for each person covered, which provides 100% full reimbursement for approved spectacles frames and lenses within this limit. Benefits of one Family member may not be used by another covered Family member.
- (viii) MEDICAL SCREENING.– As an additional benefit, an annual medical screening of the Employee only for an Employee who is either age 40 or above or who is deemed to be working in a vulnerable environment (and not Family dependants) is performed free-of-charge at the Sri Jayawardenapura Hospital or the Nawaloka Hospital.

27.5 The Company is firmly committed to improving safety and to ensuring that safe work practices are in place to protect its employees, its customers and its equipments, and committed to an increased focus in this important area of safety and to providing the necessary training and awareness to all Employees, including advice on regular medical check-ups and advice on proper nourishment as prescribed by industrial medicine qualified doctors.

28. **Accident Insurance Benefits.**–

28.1 All locally employed employees are insured by the Company through an existing insurance policy with the Sri Lanka Insurance Corporation Limited under a very comprehensive “Group Personal Accident/Illness and Travel Policy”, for a capital-sum insured as follows:

Grades Capital-Sum Insured

C4-C5 US\$ 25,000

C3 US\$ 22,500

C1-C2 US\$ 20,000

This coverage is subject to the terms and conditions and exclusions governing the policy. This policy may be amended at any time at the discretion of the Company, in consultation with the insurer, and the company will ensure that any changes are not less favourable.

28.2 The global coverage which operates 24-hours per day for accident insurance benefits is as follows:

- (i) DEATH.– Coverage for death from an accident is 100% of the capital sum-insured.
- (ii) PERMANENT TOTAL DISABLEMENT.– Coverage for permanent total disablement resulting from an accident is 100% of the capital sum-insured.
- (iii) PERMANENT PARTIAL DISABLEMENT.– Coverage for permanent partial disablement resulting from an accident is 100% of the capital sum-insured only for specific purposes of :
- * total and irrecoverable loss of sight of both eyes,
 - * total and irrecoverable loss of sight of one eye,
 - * loss of two or more limbs,
 - * loss of one limb.
- (iv) TEMPORARY TOTAL DISABLEMENT.– Coverage for temporary total disablement resulting from an accident is :
- * 0.6% of capital sum-insured per week.
 - * subject to a maximum of 100% of average weekly salary

In nearly all cases, the maximum limit of average weekly salary per week (100%) comes into effect.

This temporary total disablement insurance starts after 14 days, and continues thereafter until 104 weeks. Thus the first 14 days is covered by company policy for sick leave, and then this insurance comes into effect for temporary total disablement.

- (v) TEMPORARY PARTIAL DISABLEMENT.– There is no coverage for temporary partial disablement resulting from an accident.

29. ***Illness Insurance Benefits.–***

- 29.1 All locally employed employees are insured by the Company through an existing insurance policy with the Sri Lanka Insurance Corporation Limited under a very comprehensive “Group Personal Accident/Illness and Travel Policy”, for a capital-sum insured as follows:

<i>Grades</i>	<i>Capital-Sum Insured</i>
C4-C5	US\$ 25,000
C3	US\$ 22,500
C1-C2	US\$ 20,000

This coverage is subject to the terms and conditions and exclusions governing the policy. This policy may be amended at any time at the discretion of the Company, in consultation with the insurer, and the company will ensure that any changes are not less favourable.

- 29.2 The global coverage which operates 24-hours per day for illness insurance benefits is as follows:

- (i) DEATH.— There is no coverage for death from an illness. However, whilst death from illness is not covered, it is instead covered by a scheme that provides benefits in the event of death due to natural causes (including illness) as described in section 30 of this Agreement.
- (ii) PERMANENT TOTAL DISABLEMENT.— Coverage for permanent total disablement by paralysis from an illness is 100% of the capital sum-insured.
- (iii) PERMANENT PARTIAL DISABLEMENT.— Coverage for permanent partial disablement resulting from an illness of any kind is 100% of the capital sum-insured only for the specific purpose of total and irrecoverable loss of sight of both eyes.
- (iv) TEMPORARY TOTAL DISABLEMENT.— Coverage for temporary total disablement resulting from an illness is :
 - * 0.6% of capital sum-insured per week.
 - * subject to a maximum of 75% of average weekly salary.

In nearly all cases, the maximum limit of average weekly salary per week (75%) comes into effect.

This temporary total disablement insurance starts after 14 days, and continues thereafter until 104 weeks. Thus the first 14 days of a major illness is covered by company policy for sick leave, and then this insurance comes into effect for temporary total disablement.

- (v) TEMPORARY PARTIAL DISABLEMENT.— There is no coverage for temporary partial disablement resulting from an illness.

30. ***Benefits in The Event of Death Due to Natural Causes.–***

- 30.1 All locally employed Employees are covered through a scheme that provides benefits in the event of death due to natural causes, which pays a capital sum of 60 months applicable salary in the event of death due to natural causes, and applies 24-hours per day with global coverage, subject to the terms and conditions and exclusions governing the scheme. This scheme may be amended at any time at the discretion of the company and the company will ensure that any changes are not less favourable.
- 30.2 For the purposes of this scheme which provides benefits in the event of death due to natural causes, the applicable monthly salary for all Employees covered by this Agreement is a combination of monthly basic salary as defined in section 8 of this Agreement plus any applicable personal differential allowance as defined in section 8.6 of this Agreement.

31. ***Group Travel Insurance on Company Business.–***

- 31.1 All locally employed Employees are insured by the Company through an existing insurance policy with the Sri Lanka Insurance Corporation Limited under a very comprehensive “Group Personal Accident/Illness and Travel Policy”, subject to the terms and conditions and exclusions governing the policy. This policy may be amended at any time at the discretion of the Company, in consultation with the insurer, and the company will ensure that any changes are not less favourable.”
- 31.2 This “Group Personal Accident/Illness and Travel Policy” provides group travel benefits for the Employee whilst travelling on business for and on behalf of the Company in respect of journeys which extend beyond the confines of Sri Lanka as follows: