

INTERNAL MEMORANDUM

OUR REF : HRD/MEM/2020/006
TO : All Staff
FROM : Head of Human Resoureces
CC : Director/ Chief Executive Officer
DATE : 02nd February 2021
SUBJECT : Holiday Calendar - 2021

1	January	14th 28th	Thursday Thursday	Tamil Thai Pongal Day Duruthu Full Moon Poya Day
2	February	04th 26th	Thursday Friday	Independence Day Navam Full Moon Poya Day
3	March	28th	Sunday	Medin Full Moon Poya Day
4	April	02nd 13th 14th 26th 30th	Friday Tuesday Wednesday Monday Friday	Good Friday (Half day leave for all Cristian Employees only) Day prior to Sinhala & Tamil New Year Day Sinhala & Tamil New Year Day Bak Full Moon Poya Day Additional half-holiday on account of the May Day falling on a Saturday
5	May	01st 14th 26th 27th	Saturday Friday Wednesday Thursday	May Day Ramadan (Half day leave for all Muslim Employees only) Vesak Full Moon Poya Day Day following Vesak Full Moon Poya Day
6	June	24th	Thursday	Poson Full Moon Poya Day
7	July	23rd	Friday	Esala Full Moon Poya Day
8	August	22nd	Sunday	Nikini Full Moon Poya Day
9	September	20th	Monday	Binara Full Moon Poya Day
10	October	19th 20th	Tuesday Wednesday	Holy Prophet's Birthday (Milad-Un-Nabi) Vap Full Moon Poya Day
11	November	04th 18th	Thursday Thursday	Deepavali (Half day leave for all Hindu Employees only) Il Full Moon Poya Day
12	December	18th 24th 25th	Saturday Friday Saturday	Unduvap Full Moon Poya Day Additional half-holiday on account of the Christmas day falling on a Saturday Christmas Day



Thilini Edirisinghe
HEAD OF HUMAN RESOURCES