

Leave Rules

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INTRODUCTION ON VARIOUS KINDS OF LEAVE

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LEAVE (GENERAL RULES)

DEFINITION OF LEAVE

- 1 Leave includes earned leave, half pay leave, Commuted leave, leave not due and extraordinary leave.
- 2 Leave cannot be claimed as of right. The authority empowers to grant leave, can refuse or revoke, when the exigencies of the public service so required. The leave due and applied for can not be altered at the option of leave sanctioning authority if such leave is due to him rule 8.15
- 3 The authority competent to grant leave may permit (under rule 8.26) Sundays, other Holidays or vacation to be prefixed or affixed to leave or both prefixed and affixed to leave in the circumstances and on the conditions laid down in rule 8.27 to 8.32
- 4 Leave Encashment for Un-utilization of earned leave upto 300 days (B.Pay+ Dearness Pay +DA) is admissible at the time of retirement as per rule 8.21 CSR Volume I Part I and similar benefit of leave encashment is also admissible to the family of Government Employee expired during service as per rule 8.122(8)
 - (a) Encashment of leave was admissible 180 days upto 31.12.1985 and 240 from 1.1.1986 to 31.12.1995 Govt. instructions dated 24.11.1988
 - (b) Those employees who had opted not to adopted revised leave rules as per instructions of Punjab Government Finance Department No.10/77/88/10304 dated 24.11.1988 will continue to get leave encashment upto 180 days till now.
5. Authority empowered to grant leave other than leave under rule 8.18, Special disability leave, Study leave, EOL exceeding three months under rule 8.137 are as under:
 - a) Head of Office = for Class IV and III Full Powers.
 - b) Head of Department = for Class II and I Full Powers.
 - c) Government. = for HOD, Addl HOD, Joint HOD

Appendix 12 CSR Volume I Part II as amended
vide Punjab Govt. Notification No.3 UF(1)-
86/17738 dated 16.9.1986

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EARNED LEAVE

1. Admissible under rule 8.116 of CSR Volume I Part I to permanent Employees and 8.133 to Temporary Employees.
2. Leave is earned at the rate of 1/24 if service is less than 10 Years 1/18 if service is 10 to 20 Years and 1/12 after 20 years of service.
3. Vacation Department Employees are entitled 8 days earned leave on each complete years in which vacation are enjoyed. In case the Vacation Departments employee was prevented from availing himself of the full vacation or such proportion of the number of days of vacation not taken, earned leave is admissible as per rule 8.117 CSR Volume I Part I
4. Earned leave can be sanctioned upto any extent if due.
5. Accumulation of earned leave is permissible upto any extent till 23.11.1988 and 360 days from 24.11.1988 to 17.11.1988 and 450 days from 18.11.1997 who opt revised leave rules as per instructions dated 24.11.1988. If there is no option it will be considered that revised rules has been opted by the employee.
6. Earned leave is earned during duty / during leave except EOL as per rule 8.1 and instructions dated 24.11.1988

HALF PAY LEAVE/COMMUTTED LEAVE

1. Admissible under rule 8.119 to Permanent and rule 8.133 to Temporary.
2. Half pay Leave is earned at the rate of 20 days on each complete year.
3. HPL can be availed on domestic affair or on Medical Ground.
4. HPL can be commuted on Medical Ground under rule 8.119 (C) if leave is not less than 15 days at a time (Not applicable to vacation department) and maximum 240 days during entire service and in such cases double the amount of HPL will be debited to the HPL accounts,
5. If the Government Employee on Commuted leave does not join duty and resign or get retirement the entire period of commuted leave will be converted into half pay leave and difference of leave salary will have to be recovered. No recovery will be effected in case retirement on medical ground or due to death.

LEAVE NOT DUE

1. Admissible under rule 8.119(d) to permanent Employee.
2. Leave not due not exceeding 360 days during entire service can be granted out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical
3. Leave not due should be granted only if the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave and should be limited to the half pay leave he is likely to earn.
4. If the Government Employee resign from service or get retirement after the expiry of leave his resignation or retirement will take effect from the date of proceeding on leave not due and leave salary already paid for that period will be recovered, except if the retirement is on medical ground or in case of death no recovery will be effected.

EXTRA ORDINARY LEAVE. 8.121/8.137

1. Extra Ordinary leave is granted when no other leave is admissible or when other leave is due but the Government Employee applied for extra ordinary leave.

SPECIAL KINDS OF LEAVE.

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1. Study leave to permanent Government Employee can be sanctioned under rule 8.126 by the Competant Authority in public interest. Detail instructions for grant of study leave has been given in appendix 20 CSR Volume I Part II
2. Maternity leave is admissible to a Female Government Employee under rule 8.127/8.137 of CSR Volume I Part I for 180 days. This is not admissible to Female Government employee having three or more children.
3. Abortion leave is admissible under note of rule 8.127/8.137 to a Female Government employee having less than two children. This leave is restricted upto 45 days during entire service.
4. Three months adoption leave is admissible to Female Government Employee on adopting for new born child till attaining of three months age which ever is earlier. if the child was adopted legally. Punjab Government letter No. 10/199/94-3HPI/20737 Dated 24.8.2000

5. Special Disability leave is admissible under rule 8.124-8.125 upto 24 months against one disability. Such leave is also admissible to Temporary Government Employee under rule 8.137 C

6. Hospital leave is admissible to all class IV Employee and those Class III engaged on risky job if the injury was directly due to risk of office under rule 8.127 C of CSR Volume I Part I . For Temporary employee see rule 8.138

7. Half pay leave can be commuted without medical certificate upto 15 days to male employee look after the wife after delivery.