

## Information on Different kinds of leave and their rules at a Glance

The following are different kinds of leave and their Rules along with leave salary and their Extents, as the case may be, :-

Sr. No.	Kind of leave	Rule	Leave Salary	Extent, as the case may be,
1.	Earned leave	8.116 & 8.133	Equal to full pay	Upto 120 days in India & 240 days out of India
2.	Half pay leave	8.119(a)(b)	Equal to half pay	Upto any extent it is due
3.	Commuted leave	8.119(c)	Equal to full pay	Upto 50% of half pay leave due on medical ground (HPL upto Maxi.180days shall be commuted during the entire service for an approved course of study.
4.	Extra ordinary leave	8.121 & 8.137	No leave salary	Upto 6 months to temporary employees and 5 years including other leave to permanent Govt. employees.
5.	Special Disability leave	8.124 & 8.125	Equal to full/half pay	Upto 730 days
6.	Study leave	8.126	Equal to half pay	Upto 12 months
7.	Maternity leave	8.127/ 8.137-A	Equal to full pay	Upto 6 months
8.	Child Care Leave (CCL) for women Government employees	FD Inst. No- 11/102-2009 -3FR dated 5.2.2010	Equal to full pay	Maximum period of 2 years (Upto 730 days){ The detail and competency to grant such leave is mentioned in FD Inst. No- 11/102-2009 -3FR dated 5.2.2010.}

Note:- All above leave read with Rule 3.25 of Pb.CSR Vol.I Part-I which stated that ....no Govt.employee shall be granted leave of any kind for a continuous period exceeding five years.

The below mentioned powers in Appendix 12 of Pb. C.S.R. Vol-I Part-II are to be consulted before sanctioning the leave under Rules 8.116, 8.119, 8.121, 8.127/8.137-A and 8.137 [upto 90 days] of Pb. C.S.R. Vol-I Part-I read with 3.26 Pb CSR Vol.I Part-I and Sr.No. 52 of Chapter-15 of Pb. C.S.R. Vol-I Part-I is to be viewed while sanctioning leave E.O.L to temporary employees exceeding 90 days upto 6 months under Rule 8.137.

### Authorities empowered to grant leave APPENDIX 12 of Pb. C.S.R. Vol-I Part-II

Authorities empowered to grant leave other than leave on medical certificates under rule 8.18, leave after the date of compulsory retirement, special disability leave, study leave and extra ordinary leave exceeding 90 days under rule 8.137 subject to the condition prescribed in rule 8.23 of Volume-I part I. Special disability leave, study leave and leave after the date of compulsory retirement can be sanctioned, only with the consent of Finance Department. Before leave preparatory to retirement is refused in any case, the prior concurrence of Finance Department must be obtained.

Sr No.	Authority which can grant leave	To whom	Extent
1.	Head of Departments	Gazetted Government employees Class I up to District Level and equivalent posts at headquarters  All Gazetted government employees class II	Full powers upto [90 days] even with substitute. In the case of officers under transfer leave should be granted only in exceptional circumstances with the approval of the Minister concerned. Copy of the order sanctioning leave should be simultaneously endorsed to the Administrative Department.
2.	Head of Offices	All non-gazetted Government employees	Full powers.

### (VIII) Education

17. (ii)	Director of Secondary Education	Group A officers in the field and at Headquarters on School Education side.	Full power
17. (vii)	Administrative Officers (School)- additional Director Administration (Schools)	Group B Officers in the field and at Headquarters on School side	Full power

### Chapter-15 of Pb. C.S.R. Vol-I Part-I

52.	Department of Govt.	Power to grant Extra Ordinary Leave to temporary employees u/r 8.137 read with Sr. No. 52 of rule 15.1 of Pb. C.S.R. Vol-I Part-I	Upto 6 month
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Note:- Earned leave upto 120 days, EOL upto 90 days, Half Pay leave, Commuted leave & Maternity leave upto 6 months can be sanctioned by Head of Office in case of non-gazetted employees, by AdO(s)/Additional Director Administration in case of Group-B Officers of field and Headquarter and by Director of Secondary Education in case of Group-A officers of field and Headquarter. In case of Special disability leave, study leave and leave after the date of compulsory retirement can be sanctioned, only with the consent of Finance Department.

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