

Instructions to Govern Circumstances of Long Leave

The provision of Child Care Leave (CCL) for the female employees is a welfare measure to facilitate them to take care of their children as and when needed by them. Though this provision is not an unqualified one as it has been circumscribed by the need of the organization also. Needless to say, a female teacher employee is responsible for care of the children admitted in schools as part of her service conditions. Such female teacher employee may also need to take exclusive care of her own children thereby demanding CCL or any other kind of leave. The leave other than CCL may be demanded by teachers for different reasons like study leave, EL, EOL. A leave for a significant long duration creates a void in the schools by rendering that particular post dormant. The academic work of that post comes to a grinding halt. Thus, the interest of students are badly hurt. By keeping such post immune from the *administrative dynamics* of the department puts up unproductive restraints. Therefore, while the department shall take care of the *leave needs of the teachers*, it shall also keep in mind the *academic interest of the students* in the availability of a teacher as far as possible.

The peculiar conditions of the department having a mandate of catering to the academic development of the children demand that a balanced approach be adopted in matters of long leave. Accordingly, it has been decided that the posts of teachers on leave of significant long durations shall be treated as vacant thereby open to be utilized for the academic and administrative needs of the department in the interest of the children studying in the schools. All kinds of leave of 90 days or more duration shall be treated as long leave.

Henceforth, for a long leave the following special procedure and effect shall be observed:

1. For every order which grants a long leave a record shall be maintained in the branch/office in a mode to be prescribed by the IT Cell of the directorate.
2. All posts which will be part of this record will be treated as *deemed vacant* open for giving posting to any other teachers due to other compulsions, whether new recruitments or administrative grounds.
3. A teacher who has been granted long leave shall draw the salary from any vacant post in the same school. In case of non-availability of a vacant post for drawing salary in same school, then the school of the posting wherefrom the teacher applied for leave shall relieve and direct the teacher to report to

the BEO concerned who shall arrange for the salary of such teacher from any vacant post in the block.

4. Upon return from the leave the teacher may have to be posted afresh. For posting purposes, the Directorate/Office has devised a criteria whereby the teacher shall be posted in high teacher deficiency schools of the *anywhere in the state/district* category. For this, the directorate/office shall have to maintain a list of all schools in order of level of deficiency of teachers in the schools.
5. The list mentioned in para 4 shall be kept as continuously updated.
6. Notwithstanding anything contained in para 4, if the post by the time a teacher returns from leave remains available, then such teacher shall be retained posted on the same post of the same school.
7. These instructions are, in the main, meant to bring in a system whereby with the issue of any order long leave, the post shall be declared *deemed vacant* carrying a high potential of being allotted to other teachers during the period of leave of the teacher on leave.



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