

# LEAVE RULES

Compiled by

**Bh. Pandu Ranga Sarma,**

**Asst. Director (Treasuries & Accounts)**

## ➤ Introduction:

The A.P. Leave Rules 1933 adopted to Telangana State are laid down in Annexure - III of Fundamental Rules & Subsidiary Rules. They are applicable to those who are recruited to services on or after 04.09.1933. They are applicable to all State Govt. employees and not applicable to the contingent establishment and persons appointed on daily wages.

The Leave Rules 1933 are silent on certain matters like sanction of special kinds of leave viz., Maternity Leave, Study Leave, Hospital Leave, Special Disability Leave etc., and conditions for the grant of leave etc., For such matters which are silent in Leave Rules 1933, the provisions of Leave Rules in Fundamental Rules & Subsidiary Rules have to be followed.

Leave is a permission granted to a Govt. servant to be absent from actual duty.

## ➤ Definitions:

### 1. **Duty:** Duty includes (APLR 4(a))

- (i) Any period of absence on casual leave during a continuous period spent on duty
- (ii) Any period of absence on gazetted holidays or other days declared to be holidays by a competent authority, during a continuous period spent on duty
- (iii) Any period of absence on gazetted holidays when permitted to be prefixed or affixed to leave
- (iv) Any period of absence during the vacation either during a continuous period spent on duty or when permitted to be prefixed or affixed to leave
- (v) Any period spent on foreign service if contribution towards leave salary is paid on account of such period
- (vi) Joining time and
- (vii) All periods declared to be on duty under FR 9(6)(b)

### 2. **Permanent Government Servant:** A Govt. servant who holds substantively a permanent post in superior or last grade service or who hold a lien on such a post or would hold such a lien had it not been suspended. (APLR 4(b)(i)).

### 3. **Non-Permanent Government Servant:** A Govt. servant who is not a permanent Govt. servant. (APLR 4(b)(ii)).

## Provisions of Leave Rules in Fundamental Rules & Subsidiary Rules:

**FR 60:** Leave is earned by duty only. A period spent in Foreign Service counts as duty if contribution towards leave salary is paid on account of such period.

**FR 65: Carry Forward of Leave**

Leave shall be carry forwarded for the former employees of local bodies who are appointed later through APPSC/DSC into Govt. service upto 31.12.13 vide G.O.Ms.No.46, Fin.(FR.I) Dept., Dt.19.02.14.

**FR 66:** The authorities competent to grant other than special disability leave to the Govt. servants working in each department.

**FR 67:** Leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Govt. servant to take leave on half pay when leave on full pay is permissible to him.

**FR 68:** Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day on which the charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions.

When public holidays have been allowed to be prefixed to HPL or EOL, if the competent authority is satisfied about its justification, he may allow salary during public holidays at the rates prevailing on the previous day. When the public holidays are allowed to be suffixed, as the leave would terminate before the public holidays, full salary as on duty may be allowed during public holidays suffixed. (Govt. Circular Memo No. 86595/1210/FR.I/7, Dt.29.05.81).

When a Govt. servant is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any proceeding the day he is so certified shall be treated as part of the leave. When the certificate is of a date intervening the holidays, the entire period of holidays may be treated as part of leave. (G.O.Ms.No.319, Fin. & Plg., Dt.18.12.81)

Local holidays notified in the district gazettes cannot be permitted to be prefixed to leave. (AG orders, Dt.13.09.40)

Public holidays allowed to be prefixed or suffixed, although they are treated as duty, postpone the period of probation, if availed during the period of probation. (Govt. Memo No.1688/64/GA/Services (A) Dept., Dt.04.07.1964).

Similarly, vacation may be availed in combination or in continuation of any other kind of leave.

**FR 69:** A Govt. servant on leave cannot take up any service or setting up of private practice etc., except with the permission of competent authority.

**FR 70:** All orders recalling a Govt. servant to duty before the expiry of his leave shall state, whether return to duty is optional or compulsory. If the return to duty is optional, the Govt. servant is entitled to 'No Concession'.

If it is compulsory, the period from the date on which he starts from the station to which he is ordered to join duty shall be treated as 'duty', but he shall draw leave salary until he joins his post, provided the leave that has been curtailed on account of such compulsory recall from leave is one month and above. He is also entitled to travelling allowance (Rule 87 TA Rules).

**FR 71:** No Govt. servant who has been granted leave on Medical Certificate may return to duty without first producing a medical certificate of fitness in such form as the Govt. may by order prescribe.

**FR 72:** A Govt. servant returning to duty before the expiry of leave should apply for permission to cancel the unexpired portion of leave.

**FR 73:** (Over-stayed of Leave) A Govt. servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (LR 6A).

**FR 74:** The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on medical certificate, and the Medical certificates should be enclosed. (Rule 3 Annexure II).

If the leave required is on medical grounds, the application for the grant of leave shall be supported by a Medical Certificate (Rule 9 Annexure II).

No leave shall be granted to a Govt. servant when a competent punishing authority has decided to dismiss.

**FR 76:** A leave account shall be maintained for each Govt. servant.

**FR 77:** Fraction of a day should not appear in the leave account. Fractions below half should be ignored and those of half and more should be reckoned as one day (Ruling under FR 77)

**FR 80:** The amount of leave due to a Govt. servant is the balance of leave at his credit in the leave account.

**FR 81:** Leave may be granted to a Govt. servant at the discretion of the authority entitled to grant the leave.

The maximum period of continuous absence from duty on leave granted otherwise than on MC is 28 months. This period shall in no circumstances be exceeded by a Govt. servant who is on leave preparatory to retirement. (Ruling (d)).

**FR 82:**

Vacation is treated as duty for all purposes (FR 82(b)).

Any period of recess which exceeds 15 days in duration shall be treated as a vacation (SR2 FR 82)

If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it. (SR6 FR 82)

If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation. (SR 15 FR 82)

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed; and on transfer from non-

vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR 7 and 18 of FR 82).

If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 180 days (Ruling 11 under FR 82).

**FR 18:** Unless the Govt. servant in view of the exceptional circumstances of the case otherwise determine, no Govt. servant shall be granted leave of any kind for a continuous period exceeding five years (LR 5A)

A temporary Govt. servant working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to any leave unless the leave applied for is granted by Govt. in relaxation of relevant rules, he should be deemed to have been discharged from service (G.O.Ms.No.436, Finance, Dt.11.06.1957).

Wilful absence from duty not covered by the grant of any leave will be treated as Dies-Non for all purposes, viz. increment, leave, and pension (Note1 under LR 5).

Any kind of leave admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation with any other kind of leave so admissible or in continuation with any other kind of leave admissible or in continuation of leave already taken whether the same or of any kind (LR 6)

**FR 18A:** A Govt. servant shall be deemed to have resigned from the service if he

- a) Is absent without authorization for a period of exceeding 'one year'; or
- b) Remains absent from duty for a continuous period of exceeding 5 years, with or without leave; or
- c) Continues on Foreign Service beyond the period approved by the State Govt.

A reasonable opportunity to explain the reason for such absence or continuation on Foreign Service shall be given to the Govt. servant before the provisions of this sub rule are invoked. (G.O.Ms.No.129, Fin.(FR.I), Dt.01.06.2007).

**FR 55:** Leave may not be granted to Govt. servant under suspension.

### 1. Earned Leave:

(Annexure-III, FR&SR, LR 8-12,17-18 & 20-22)

Sl. No.	Type of employees	Earning Capacity	Accumulation	Availment
1	Regular Superior (from 01.01.78) and Regular Inferior (from 10.01.1983)	Advance credit of 15 days for every half year on 1 <sup>st</sup> Jan & 1 <sup>st</sup> July  (G.O.Ms.No.384, F&P (FR.I) Dept., Dt.05.11.77 and G.O.Ms.No.9, F&P (FW.FR.I) Dept., Dt.10.01.83)	(i) 180 days upto Dt.30.06.83,  (ii) 240 days from Dt.01.07.83  (iii) 300 days from Dt.16.09.2005  G.O.Ms.No.232, Fin. (FR.I) Dept., dated :16.09.2005	Max of 180 days at a time (LR 11) (G.O.Ms.No. 153, Fin.(FR.I) Dept., Dt.04.05.10)  Max of 120 days at a time for LGS (LR 17)

2	Others (Non- Permanent)	Advance credit of 8 days per half year on 1 <sup>st</sup> Jan & 1 <sup>st</sup> July	30 days	Leave at credit to a maximum of 30days (LR 22)
---	-------------------------------	--	---------	---

**Method of Crediting the EL in EL account:**

**Regular:**

If a Govt. servant is appointed regularly, month in which he has been appointed should be ignored if it is after 1<sup>st</sup>, and for the number of completed months in that half year, advance credit should be given at the rate of 2 ½ days for each month in that half year. The credit to be given should be rounded to nearest day, 0.5 should be taken as one day and less than 0.5 should be ignored.

If a Govt. servant is due to retire during a middle of half year, the fact of which is known either on 1<sup>st</sup> January or 1<sup>st</sup> July, advance credit should be given for the number of months he is likely to be in service in that half year but not for the entire half year.

After giving advance credit either on 1<sup>st</sup> January or on 1<sup>st</sup> July for the entire half year, if a Govt. servant has quit the service during the middle of half year, due to resignation or voluntary retirement or death or medical invalidation or compulsory retirement, the last credit entry already recorded either on 1<sup>st</sup> January or 1<sup>st</sup> July should be revised taking into consideration of the number of completed months of his service in that half year.

As a result of such revision in cases of types mentioned in above sub paragraph, if the leave account runs into minus balance, the leave salary already paid equivalent to minus balance should be recovered if he has quit the service on his own accord, like resignation or voluntary retirement. But such recovery need not be made in case of an event beyond his control like Death, Medical Invalidation or compulsory retirement.

**Effect of EOL on EL account:**

If any Govt. servant has availed EOL or any period of unauthorised absence treated as Dies Non or Suspension treated as not on duty during half year for which advance credit has been given either on 1<sup>st</sup> January or 1<sup>st</sup> July, in the succeeding half year, while giving advance credit, 1/10<sup>th</sup> of EOL so availed in the previous half year, not exceeding the earning capacity should be deducted, and the balance only should be given as an advance credit. (Govt. Memo No.4068/109/A/21/FR.I, Fin.&Plg., Dt.02.06.80)

If the EOL or period treated as Dies-Non, or suspension period treated as not on duty, is spread over in two half years, the leave account should be settled for each half year.

Advance credit of EL in the account can be given on 1<sup>st</sup> January / 1<sup>st</sup> July although the employee is on leave on that day and if he wants to avail the leave so credited, it can be granted if the authority is so pleased to sanction.

**Temporary:**

The earning capacity of Govt. servants in superior service and inferior service appointed temporarily is 8 days on 1<sup>st</sup> January and 8 days on 1<sup>st</sup> July subject to the maximum accumulation of 30 days.

If one is appointed during the middle of the half year or quit the service during the middle of half year, the leave to be credited should be in 1,1,2... series for each completed months.

The leave account should be recast after regularisation. It is only for the purpose of bringing forward the additional credit given. The periods of leave including EOL already sanctioned should not be reopened.

**Additional Credit to Police Personnel:** In addition to the credit of Earned Leave in EL account, 30 days of additional credit should be given in two instalments at the rate of 15 days on 1<sup>st</sup> January & 15 days on 1<sup>st</sup> July to the Police Personnel of the rank of Inspectors and below including those working in intelligence, crime branch, Armed Reserve, AP Special Police, Police Communications, Police Transport Organisation, Tester, Sub Inspector of Finger Printer Bureau and service reporters and shorthand bureau. (G.O.Ms.No.187, Fin. & Plg. Dept., Dt.29.06.79, G.O.Ms.No.323, Fin. & Plg. Dept., Dt.11.11.80, G.O.Ms.No.355, Fin.&Plg. Dt.17.12.80)

**VACATION DEPARTMENT (LR 9 and 10)**

Sl. No.	Type of employees	Earning Capacity	Accumulation	Availment
1	Regular employees in superior services	1/11 <sup>th</sup> of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From Dt.01.11.89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms.No.354, Edn., Dt.20.11.89)	As in non-vacation department	As in non-Vacation department
2	Non-permanent in Superior services and permanent and regular employees in LGS	1/22 <sup>nd</sup> of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation	30 days	Leave at credit
3	Non-permanent in LGS	Not eligible for earned leave (APLR 20(1)).		

### **Credit of ELs for Staff working in Schools:**

All regular teaching and non-teaching staff in the educational institutions who are availing summer vacations were credited 3 days of EL upto 31.10.1989 and 5 days of EL upto 15.09.94. Now they shall be eligible for 6 days earned leave per annum, subject to the provision of FR 82. The earned leave shall be credit in advance in two instalments of 3days each on first of January / July of every year. (G.O.Ms.No.317, Education (Ser.V) Dept., Dt.15.09.94).

### **Earned Leave Preservation for Teachers:**

Government delegated the powers to the Heads of Departments concerned to reserve proportionate leave to the extent the teachers under their control are prevented from utilization summer vacations due to attending Enumeration, Preparation or Revision of Electoral Rolls and Census etc., based on the certificate issued by the appropriate appointing authority, and that EL need not be given if they are asked simply to be available at Headquarters. (G.O.Ms.No.161, Education (Ser.V) Dept., Dt.14.11.2000)

**EL to be Preserved** =  $[365/11 - (27 \times \text{Vacation availed} / \text{total vacation})] - 6]$   
(LR 9(a), 17(1) and Note 1 of LR 20(ii)).

Earned Leave at credit will lapse if interruption in service other than leave occurs in the service of a non-permanent Govt. servant.(APLR 24).

From 01.01.1978, the order sanctioning Earned Leave, Half Pay Leave to Govt. Servant shall indicate the balance of such leave at his credit. (G.O.Ms.No.384, Fin. & Plg. (FW.FR.I) Dept., Dt.05.11.77).

### **Encashment of Earned Leave:**

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 300 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.No.420, F&P (FWFR.I), Dt.03.12.90 and G.O.Ms.No.253, F&P (FWFR.I), Dt.16.09.91), G.O.Ms.No:232,Fin.(FR.I) Dept,Dt.16.09.2005, G.O.Ms.No.234,Fin(FR.I) Dept.,Dt.11.08.06 w.e.f.16.09.05 (died while in service).

### **Surrender Leave:**

The scheme of Encashment of Earned Leave to all the Govt. servants (both Gazetted and Non-Gazetted) was introduced. (G.O.Ms.No.238, Fin.(FR.I) Dept., Dt.13.08.1969)

Govt. employees are permitted to surrender earned leave not exceeding 15 days once in a year without actually going on leave and to receive leave salary in lieu of the leave so surrendered. (G.O.Ms.No.172, Fin. & Plg. (FW.FR.I) Dept., Dt.01.07.74).

Temporary Govt. servants appointed under Rule 10(a)(i) of the State and Subordinate Service Rules will also be eligible to surrender 15 days of EL when the earned leave at their credit is 30 days as on the date of surrender of leave, once at an interval of 24 months. (G.O.Ms.No.221, Fin.&Plg. (FW.FR.I) Dept., Dt.23.08.74)

Govt. employees are permitted to surrender leave at any time not exceeding 15/30 days within a block period of one/two calendar years respectively with effect from 01.01.77 (G.O.Ms.No.334, Fin.(FR.I) Dept., Dt.28.09.77)

Encashment of Leave was allowed to the employees once in a financial year w.e.f. 01.04.1989 instead of calendar year as budget is formulated with reference to the financial year. (G.O.Ms.No.294, Fin.(FR.I) Dept., Dt.16.11.88)

A calendar for surrender category wise i.e. Class IV, Non-Gazetted and Gazetted Officers was introduced, reviewed and renewed every year upto the financial year 2008-09 (Memo No.8672-A/305/FR.I/89-1, dated 13.04.89)

The issue of Calendar every year is dispensed w.e.f. 01.04.2009 and the following instructions are issued vide Cir.Memo No.10472/C/199/FR.I/2009, dated 29.04.2009.

- i. Employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 01.04.2009. All the conditions prevailing before 01.04.89 and other amendments issued on the subject till will hold good.
- ii. Govt. permits the employees who have a balance of more than 285 days of EL as on 30<sup>th</sup> June, 2009 to surrender EL without waiting for completion of 12 months.
- iii. In the case of employees who surrender earned leave as on 1<sup>st</sup> January or 1<sup>st</sup> July in any year, the number of days of EL so surrendered should, in the first instance, be deducted from the EL account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1<sup>st</sup> January / 1<sup>st</sup> July. (Memo No.50798/1063/FR.I/79-1, Fin.(FR.I) Dept., Dt.22.11.1979)

Instructions are issued to follow the above policy from the financial year 2011-12 onwards until it is changed (Cir.Memo No.14781-C/278/FR.I/2011, Fin.(FR.I) Dept. , Dt.22.06.2011)

The following Clarifications are issued regarding Surrender Leave vide Cir. Memo No.34005-A/870/FR.I/12, Fin.(FR.I), Dt.14.12.12

- a) The employees are permitted to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap from one surrender to surrender, and 30 days if there is gap of 24 months from one surrender to surrender.
- b) In respect of employees who are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 15 days Earned Leave without following the gap of 12 months. In respect of employees who have not availed surrender of Earned Leave in previous financial year and are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 30 days Earned Leave without following gap of 24 months.
- c) The employees shall be permitted to surrender Earned Leave only either under clause (a) or under clause (b) in a financial year. The other conditions issued in Circular Memo.No.14781-C/278/FR-I/2011, dated 22-6-2011, Finance (FR-I) Department holds good.

Further the following Clarifications are issued by the Govt. vide Cir.Memo No.4338-A/95/FR.I/12, Finance (FR.I) Department, Dated 18.02.2013

- The encashment of Earned Leave is permissible only once in a financial year, either under clause (a) or under clause (b) mentioned in the Cir. Memo No.34005-A/870/FR.I/12, Fin.(FR.I), Dt.14.12.12 i.e. in case of employees who are having 286 days and above Earned Leave to their credit as on 30<sup>th</sup> June of a year, 15 days/30 days (if they surrender in the previous year) of Earned Leave can be surrendered without following the gap of 12/24 months respectively. Surrender of Earned Leave more than once in a financial year exceeding the above limits of 15/30 days, and under both clauses, is not permissible under any circumstances.

With a view to ensure that the surrender of leave has not been permitted more than once during the block period, instructions were issued to the authority competent to grant leave should append the following certificate to the sanctioning order in every case:-

“Certified that the surrender of leave now permitted of one or two calendar year(s) has not been sanctioned and availed by the Govt. Servant earlier”

(Memo No.106288/1893/FR.I/77-1, Fin. & Plg. (FW.FR.I) Dept., Dt.30.05.1978)

Note: the word “calendar” may be replaced as “financial”.

The Claims(Bills) relating to the leave salary in lieu of the EL surrendered by Govt. employee while in service shall be preferred within a period of 90 days from the date of issue of the order permitting the employees to surrender Earned Leave. If the claims (bills) are not preferred within the period of 90 days the sanction orders issued will stand automatically lapsed. (Memo No.27/423/A2/FR.I/97-1, Fin. & Plg. (FW.FR.I) Dept., Dt.18.08.97)

The surrender leave salary shall be claimed by considering a month consists of 30 days irrespective of the month in which the leave is surrendered. (G.O.Ms.No.306, Fin. & Plg. (FR.I) Dept., Dt.08.11.1974).

House Rent Allowance at the rates admissible to the places of duty shall be allowed to the State Govt. employees who are residing in Govt. Quarters, earmarked quarters and quarters provided under rent free accommodation when they are permitted to surrender Earned Leave while in service and also during encashment of leave at the time of retirement / death while in service. (G.O.Ms.No.337, Fin. & Plg. (FW.PC.II) Dept., Dt.29.09.94)

Additional House Rent Allowance besides HRA admissible shall also be allowed to the State Govt. employees who are residing in Govt. quarters provided under rent free accommodation when they are permitted to surrender Earned Leave while in service and also during encashment of leave at the time of retirement / death while in service with effect from 01.09.94. (G.O.Ms.No.25, Fin. & Plg. (FW.PC.IV) Dept., Dt.05.02.96)

The Interim Relief is not termed as pay or wage or allowance. As such it does not count for encashment of leave including encashment of earned leave (surrender leave during the service. (Memo No.31948/398/PC.I/98-1, Fin.&Plg. Dept., Dt.12.08.98).

## **2. HALF PAY LEAVE (both non-vacation and vacation – Regular and temporary rules 13,18 and 23)**

Every Govt. servant whether superior or inferior appointed regularly earns 20 days of Half Pay Leave for every completed year of service. The service includes EOL.

Temporary employees appointed under Rule 10(a)(i) State and Subordinate Service Rules whose services have not been regularised are not eligible for half pay leave. (Govt. Memo No.20584/302/FR-I/74-1/Fin. & Plg., Dt.12.09.74)

The period treated as Dies-Non & Suspension treated as not on duty may have to be excluded for counting the period of one year to give credit of HPL of 20 days. (FR 18).

There is no limit for accumulation and leave to the extent admissible can be granted at a time.

A Govt. servant in superior service regularly appointed or in inferior service, whose probation has not yet been declared, can be granted Half Pay Leave subject to the following conditions:

- (i) To be granted on Medical Certificate Only
- (ii) The Superior Govt. Servant should have completed 2 years of regular service
- (iii) An Inferior Govt. servant should have completed 1 year of regular service. (LR 23(a)(i)).

#### **Encashment of Half Pay Leave:**

Half pay leaves may be encashed at the time of retirement / death in the case of State Employees subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment. (G.O.Ms.No.154, Fin.(FR.I) Dept, Dt.04.05.2010)

#### **Formula:**

Cash payment in lieu of half pay leave component	=	(Half pay leave salary admissible on the date of retirement plus D.A. admissible on that date / 30)	*	No. of day of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.
--	---	---	---	--

The half pay leave encashment orders were extended to all the employees, teaching as well as non-teaching staff of aided institutions and local bodies i.e, Aided Junior Colleges/Degree Colleges/Oriental Colleges and also for Non-teaching staff of Aided Schools and the employees of Panchayat Raj and Municipal Institutions w.e.f date of issue of the G.O.Ms.No.154, Fin.(FR.I) Dept, Dt.04.05.2010 (G.O.Ms.No.109, Fin.(HRM.III) Dept., Dt.29.07.2015)

### **3. Half Pay Leave Commuted to Full Pay: (Rules 15-B,18-B,19-B,23(a)).**

Sanctioned on MC only. Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken. This can be granted although there is EL at his credit.

Not admissible to temporary Govt. servant as he does not earn HPL. Not to be granted to an employee who is not like to return back to duty on the expiry of leave. For example, if an employee is due to retire on superannuation, on 31.12.16 AN, commuted leave should not be granted upto & inclusive of 31.12.16.

If a Govt. servant quits while on commuted leave like resignation, voluntary retirement, death, invalidation or compulsory retirement, the entire commuted leave should be re-regularised as HPL & excess leave salary paid should be recovered in case of resignation or voluntary retirement. Such recovery need not be made in case of death, invalidation or compulsory retirement as it is an event beyond the control of Govt. servant.

Hence the employee in his leave application seeking sanction of a commuted leave should give a declaration that in the event of quitting service while on commuted leave he is agreeable for the recovery of leave salary paid to him.

#### **4. LEAVE NOT DUE:**

When half pay leave is not at his credit, leave not due to an extent of 180 days during entire service can be granted on MC only, the debit will be in the half pay leave account to be set off against further credit. This can be sanctioned although there is EL at credit. The Leave Not Due granted should be debited in HPL account as minus balance. The minus balance should be adjusted against future earnings.

Not admissible to temporary Govt. servant as he does not earn HPL.

For the grant of leave the service still, remaining upto the due date of retirement should be taken into consideration. For example if an employee is going to retire in 3 years, his request for the grant of Leave Not due should be upto 60 days as his earning capacity of HPL in next 3 years is only 60 days i.e. @ 20 days per year.

If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C).

#### **5. EXTRA ORDINARY LEAVE (Rules 5-A, 16,19 and 23)**

Extra Ordinary Leave can be granted when no other leave is admissible. It can also be granted when other leave being admissible, if the Govt. Servant concerned applied in writing for the grant of EOL (LR 16(ii)). Period of absence can be commuted as EOL by the competent authority. (LR 16(iii)).

- (i) **Permanent and approved probationers:** Not exceeding 5 years including other kinds of leave.
- (ii) **Probationers 23(a)(ii):** The duration of EOL on any one occasion shall not exceed the following limits:
  - a) 3 months ordinarily
  - b) 6 months if it is supported by medical certificate and the employee has completed 3 years of service

- c) 18 months for treatment of T.B., or Leprosy either as inpatient and or outpatient on a certificate issued by the authorised medical officer and the employee has put in a service extending 1 year.
- d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or Doctor, and
- e) 24 months for prosecuting studies certified to be in public interest and to employees of SC & ST to join examination, training course at the centre notified by Govt. to the extent necessary, provided the Govt. servant has completed not less than 1 year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Govt.

A temporary Govt. Servant in Superior service and Inferior service appointed in emergency provisions is not entitled to EOL.

### **LEAVE SALARY (LR 27)**

1. **Earned Leave:** Equal to full pay drawn before proceeding on leave.
2. **Leave on Half Pay:** Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB, Leprosy, Cancer, Mental Illness or Heart Diseases and Renal (Kidney) Failure (G.O.Ms.No.268, F&P (FWFR.I), Dt.28.10.91).
3. **Leave not Due:** Equal to half pay
4. **Commutated Leave:** Twice the amount admissible under (2) above
5. **EOL:** No leave salary.

#### **Exgratia Allowance for the Govt. servants who have sanctioned EOL for treatment of Tuberculosis/Leprosy/Cancer/Mental illness/Heart diseases and Renal (Kidney) Failure:**

A Non Gazetted Government Servant on a pay not exceeding Rs.26600/- per month in the Revised Pay Scale 2015 is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs.9460/-per month and maximum of Rs. 13000/- per month.

A Government Servant in the Last Grade Service drawing pay in the Revised Pay Scales 2015, is entitled to an ex-gratia allowance equal to Half of his pay subject to a minimum of Rs.6500/- per month and a maximum of Rs. 10500/- p.m., w.e.f. Dt.17.08.2015. (G.O.Ms.No.111, Finance (HRM.III) Dept., Dt.17.08.2015)

#### **Payment of HRA & CCA during Leave:**

The payment of HRA and CCA shall be allowed to State Govt. employees upto 180 days during leave of all kinds. (G.O.Ms.No.28, Fin.(FR.I) Dept., Dt.09.03.11)

**Other Leaves under F.R. allowed to employees covered by APLR 1933 vide ruling 1(ii) thereunder:**

**1. SPECIAL DISABILITY LEAVE - Rule 83, 83-A:**

Granted by the Govt. only. This leave is admissible to permanent and temporary Govt. servants who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position.

It shall not be granted unless the disability manifested itself, is brought to notice within three months from the date of occurrence.

The grant of such leave is subject to the issue of medical certificate to be issued by the Medical Board in respect of Gazetted Officers and Civil Surgeons in case of others.

Such leave shall not exceed 24 months. It may be combined with leave of any other kind.

It may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequent of any one disability

Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period **without debit to any leave account.**

**Ruling:** The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the field. (G.O.Ms.No.133, F&P, Dt.10.06.81).

The powers to sanction of special disability leave to the Police Personnel for a period not exceeding 12 months subject to fulfilment of the conditions referred to under FR 83(1)(2)(3) are delegated to the Director General and Inspector General of Police. (G.O.Ms.No.232, Home (Police.C) Dept., Dt.22.08.1998)

The powers to sanction of special disability leave to the Police Personnel for a period not exceeding 12 months are further re-delegated to the Additional Director General (Personnel). (G.O.Ms.No.179, Home (Ser.I) Dept., Dt.11.07.2011).

**2. STUDY LEAVE: F.R.84 (not debit to leave account)**

This leave is granted by Govt. only for the study of scientific, technical and other similar problems for a period not exceeding 2 years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28 months (Rule 2 of Study Leave Rules). EOL may be taken in conjunction of this leave without any limit (Note under Rule 13 of study leave rules). He will draw during leave, leave salary on half pay (Rule 12). Save in very exceptional circumstances, study leave is not granted to NGOs.

**SC/ST employees:**

**(G.O.Ms.No.342, Social Welfare (B3) Dept., Dt.30.08.1977)**

In cases where the acquiring of higher educational qualifications is pre-requisite for further promotion according to the rules, the scheduled caste and scheduled tribe employees should be deputed for higher studies within the country with full pay and allowances. This facility will however, be subject to the following conditions:

- a. This facility will be available only to first generation scheduled caste and scheduled tribe candidates in employment and non-gazetted categories only.
- b. The period of study shall be two years or less according to for payment of full salary without loss of leave.
- c. In case there is any qualifying examinations, tests, etc., attached to the causes, only two chances will be allowed to the candidates.
- d. The candidate will sign a bond that he will come back and conveyance of the department which had given him this facility for shall carry a penalty of Rs. 10,000/- (Rupees Ten thousand only) for fore failure:
- e. The facility will be given only to the candidates who have agreed record with a sense of discipline and responsibility towards work.
- f. The candidate should have put in at least five years of service in the category from which he is being deducted and
- g. This facility will be available for only one such training programme in a career span of an employee.

**3. MATERNITY LEAVE (Rule 101 (a)):**

A regular superior and inferior female Govt. servant is entitled to Maternity leave on full pay for 90 days for maternity purposes. This may granted outside the earned leave account and not to be accounted for in earned leave account. This shall be for a period of 90 days from the date of its commencement in all cases. (SR 1 under FR 101, G.O.Ms.No.384, Fin. & Plg. (FW.FR.I) Dept., Dt.05.11.1977).

Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.

Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Govt. servant producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary. (G.O.Ms.No.2391, Fin., Dt.03.10.1960).

All HODs and other competent authorities may grant maternity leave to women Govt. servants under their control subject to the restrictions laid down in SR under FR 66.

Maternity leave may be granted in continuation of other kinds of leave (Ruling 2 under FR 101).

The female teachers working in educational institutions under local bodies i.e. Zilla Parishads, Panchayat Samithis and Municipal Councils, and Aided managements, shall also be granted Maternity leave for a period of 90 days from the date of commencement the period being regulated as follows:

- i. If it falls during the working period of the school year, 90 days may be sanctioned as maternity leave
- ii. If it falls during the vacation period 90 days leave may be granted subject to the condition that after enjoying the vacation the residuary period if any, shall be treated as maternity leave subject to a maximum of 3 months.

(G.O.Ms.No.463, P&SE (H) Dept., Dt.04.05.1979)

The same facility was extended to the female teachers in Govt. educational institutions. (G.O.Ms.No.562, Edn.(H) Dept., Dt.23.06.1981).

A temporary female Govt. servant in superior or inferior service may be granted earned leave standing at her credit and balance to make up 90 days may be granted as Maternity Leave for maternity purpose. This position held well till 24.06.1984. From 25.06.1984 the temporary female Govt. servants are also entitled to 90 days of Maternity leave on par with regular Govt. servants without need to exhaust their Earned Leave. The provisions shall apply to the grant of maternity leave in cases of confinement also. G.O.Ms.No.219, Fin.& Plg. (FW.FR.I) Dept., Dt.25.06.1984).

The maternity leave in cases of confinement shall be granted to female Govt. Servants with less than two surviving children w.e.f. 18.03.92 (G.O.Ms.No.38, Fin. & Plg. (FW.FR.I) Dept., Dt.18.03.1992). This means that maternity leave should not be granted if a Govt. servant is having two living children.

The competent authority may grant maternity leave on full pay to married female Govt. servants for a period of 120 days subject to the condition that it shall be granted to than with less than two surviving children. (G.O.Ms.No.254, Fin.& Plg. (FW.FR.I) Dept., Dt.10.11.95). The enhancement of 120 days shall extend to those who are already on maternity leave on the date of issue of the above orders. (G.O.Ms.No.283, Fin. & Plg. (FW.FR.I) Dept., Dt.27.12.92)

It is clarified that irrespective of the fact whether a single child was born or twins were born on the second or subsequent confinements a female Govt. servant shall be eligible for the grant of Maternity leave if only one child born earlier is alive. (G.O.Ms.No.37, Fin. & Plg. (FW.FR.I) Dept., Dt.26.02.1996).

The benefit for enhancement of Maternity Leave from 90 days to 120 days was extended to the female teachers working in Aided Institutions on par with female Govt. servants, subject to the condition that it shall be provided to those with less than two surviving children. (G.O.Ms.No.69, SE (PS.1) Dept., Dt.06.06.2003).

Govt. permitted the Managing Director, AP Women's Cooperative Finance Corporation Limited and the Director, Women Development and Child Welfare to make a special provision in the contract agreement in respect of women employees providing for 45 days maternity leave and payment of consolidated amount equal to 45 days of salary during the maternity leave period. (G.O.Rt.No.197, WDCW &DW (Estt.) Dept., dt.14.05.03).

The competent authorities may sanction of 120 days maternity leave without remuneration to the married female Panchayat Secretaries appointed on contract basis. (G.O.Ms.No.254, PR&RD (Mdl.II) Dept., Dt.31.05.2007)

The grant of Maternity Leave on full pay to married women employees of State Govt. is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only. (G.O.Ms.No.152, Fin.(FR.I) Dept., Dt.04.05.2010).

**4. Miscarriage / Abortion Leave:**

In case of miscarriage including abortion subject to the following conditions, maternity leave may be granted

- a. That the leave does not exceed 6 weeks
- b. That the application for the leave is supported by a certificate from a registered medical practitioner. (SR 1 under FR 101)

Abortion includes under the medical termination of pregnancy Act 1971 is a case of abortion for granting the leave not exceeding 6 weeks when supported by Medical Certificate. (G.O.Ms.No.762, Fin.&Plg. Dept., Dt.11.08.76)

The Abortion leave has to be granted by the competent authority to the married female Govt. servants to those with less than two surviving children. (Cir. Memo No.2415/401/PR.I/2006, Fin.(FR.I) Dept., Dt.01.07.2006).

**5. HOSPITAL LEAVE (FR 101 B) (Not debitible to leave account):**

Applicable to certain staff detailed in SR (2) under FR 101 (B). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as outpatient. It is not admissible when the treatment is necessitated by intemperance of an irregular habit.

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease constructed in the course of duty (Ruling 4).

**6. Leave for Hysterectomy Operation:**

Special Leave to a maximum of 45 days for women employees who undergo Hysterectomy Operation as recommended by Civil Surgeon may be sanctioned without debiting the same to the regular leave account of the individual and on payment of full pay and allowances. (G.O.Ms.No.52, Fin.(FR.I) Dept., Dt.01.04.2011)

**7. Leave for Employment Abroad:**

- i. Govt. employees desirous of seeking jobs abroad, irrespective of categories to which they belong technical, non-technical, or clerical be permitted to apply and secure employment abroad without applying for voluntary retirement or resigning from service. However, such of those scarce categories of staff/officers whose services are considered essential to this Govt. shall not be permitted to secure job abroad.

- ii. The period of absence during employment abroad will be treated as EOL without allowances but shall not be treated as a break in service. It will not be counted for service benefits such as increments, pay, leave etc. However, if contribution towards pension is paid by the foreign employer or employee, such periods will count for pension.
- iii. Other Conditions:
  - a) No Govt. dues are pending recovery from the Govt. servant.
  - b) No prosecution is pending or contemplated in the court of law against the Govt. servant.
  - c) Govt. servants with five years regular service only shall be eligible to avail the scheme
  - d) Govt. servant should obtain specific permission from the Govt. before he undertakes any employment abroad.
  - e) No Objection Certificate (to obtain Passport for seeking employment abroad) shall be obtained from the Govt.
- iv. This leave should not be utilised to secure job abroad, but should be utilised for undertaking employment abroad. (U.O.Note No.13127-A/113/FR.I/98, Fin. & Plg. (FW.FR.I) Dept., Dt.13.05.98).
- v. The benefit of the scheme shall be given to Govt. employees at a single stretch or in different spells, but for a period not exceeding five years in all during the entire service. (G.O.Ms.No.756, Fin. (FR.I) Dept., Dt.07.08.02).

#### **8. Paternity Leave:**

The competent authority may grant paternity leave on full pay to married male Govt. employees, temporary or permanent, for a period of 15 days subject to the condition that it shall be granted to those with less than two surviving children with effect from 16.09.2005. (G.O.Ms.No.231, Finance (FR.I) Dept., Dt.16.09.2005).

This can be availed either before 15 days or within a period of 6 months from the date of delivery (Memo No.20129-C/454/FR.I/2010, Fin.(FR.I) Dept., Dt.21.07.2010)

#### **9. CASUAL LEAVE**

Authority: Instructions 1 – 6, Annexure VII of FR & SR and District Office Manual.

Casual leave is a concession to enable Govt. servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.

Maximum period of casual leave that can be availed of in a calendar year is only 15 days. The un-availed part of leave lapses at the close of the calendar year.

Casual leave may be combined with optional holidays or Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days. In the case of Casual leave to purely temporary and emergency Govt.

servants the sanctioning authority will use its discretion having regard to the length of service put in by such Govt. servant.

A Govt. servant may be granted casual leave for half a day either from 10.30 to 1.30 p.m, or from 2.00 p.m. to 5.00 p.m.

Every Govt. servant is expected to attend punctually by 10.30 am. If there is late attendance beyond 10 min., late attendance should be marked and recorded in late attendance register. For every three late attendance, one day CL should be forfeited.

The balance of late attendance in a year can be brought forward to next calendar year for forfeiting CL if there is no CL available in the previous year.

The Head of the Office is competent to sanction leave. HODs should intimate their intention of availing of CL or OH to Govt. in the concerned Administrative Department.

A Register of CLs availed by every Govt. servant showing the CLs availed, purpose of availing and balance should be maintained.

CL cannot be combined with the regular leave / joining time, vacation.

The Commissioner of Intermediate Education / Commissioner of Collegiate Education were permitted to allow 1 day CL per month of actual contractual service on full remuneration with a facility of accumulating and availing a maximum of 3 days CL at a time to the Contract Junior Lecturers / Lecturers working in the Govt. Junior / Degree Colleges in the State. (Memo No. 12754/IE.I/A1/2007-2, Higher Education (I.E.I/ A1) Dept, Dt.27.02.2008).

Women Teachers can avail 5 days CL extra in addition to the CLs, OHs being availed of at present. (G.O.Rt.No.374, Edn.(Ser.V) Dept., Dt.16.03.96),

The benefit of availing of 5 days CL extra in addition to the CLs and OHs being availed, to the Women Instructors (i.e. Technical Assistants, ATOs, DTOs & TOs) working in Govt. it is / DLTCs in the state. (G.O.Ms.No.59, Labour Employment Trg. & Factories (Emp.) Dept., Dt.22.07.2008)

The benefit of availing of 5 days CL extra in addition to the CLs and OHs being availed to the Women Junior Lecturers working in the Govt. Junior Colleges in the State. (G.O.Rt.No.3, Higher Education (IE.I) Dept., Dt.05.01.2001).

**10. SPECIAL CASUAL LEAVE:  
(Instructions 7 - 10, Annexure VII, FR & SR)**

The following are the purpose for which special casual leave may be granted to a Govt. servant.

**Family Planning Operations:**

Sl. No.	Occasion	Amount of leave
1	Male - Vasectomy	6 Working days
2	2 <sup>nd</sup> Operation	-do-
3	Female - Tubectomy	14 days
4	Male - for Tubectomy of wife	7 days
5	2 <sup>nd</sup> Operation	7 days
6	Insertion of intrauterine contraceptive devises	1 day on the day of IUD
7	Recanalization (Male & Female) (having less than 2 children or lost all male / female children after family planning operation).	21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary

Leave for 2<sup>nd</sup> operation is permissible when the doctor certifies that the first operation was a failure.

Additional Special CL for the same period beyond above limits can be given on account of post operation complications subject to production of MC

The special CL for FP operation can be prefixed or suffixed to regular leave / CL.

**OTHERS**

Sl. No.	Occasion	Amount of Leave
1	Summons to give witness in a court in which his private interest are not in issue	As per the certificate of attendance
2	For participating in sporting events of national or international importance When selected by the All India Sporting Federation and also as Manager of the team	Not exceeding 30 days in a calendar year. Excess to be treated as regular leave (Go Ms.No.358 F&P(FWFRI) Dept. dt.26-12-84).
3	Elected as President or Secretary of National Sports Bodies (G.O.Ms. No.270 F& P FWFR-I Dept., Dt.30-06-1976)	Not exceeding 15 days in a calendar year
4	Participating in Trekking expeditions approved by India Mountaineering Foundation	Not exceeding 30 days in a calendar year. Overall limit shall not exceed 30 days including this as a sport. (G.O.Ms.No.263, Fin.&Plg. (FW.FR.I) Dept., Dt.22.06.93)
5	Disabled Ex-service men re-employed as Civilian in State Govt. services for appearing before Medical resurvey board for the reassessment of disability and to go to hospital for treatment	Not exceeding 15 days in a calendar year. (G.O.Ms. No.407 F&P FW FR-I Dept.dt.18-09-76)

6	Secretariat Cultural Association members for dramas enacted in mufassil	Not exceeding 6 days in a calendar year
7	Office bearers and members on the purchasing committee of the Govt., employees Consumers Co-op stores to districts for making bulk purchases of various commodities for stores	12 days in a calendar year + 2 days for each trip of journey
8	Principal office bearers (viz. President / Secretary of all recognised Service Associations at State level/Dist. Level on roll of Civil Services Joint Staff Council, Departmental Joint Staff Councils, Gazetted Joint Staff Councils	Not exceeding 21 days in a calendar year (G.O.Ms. No.470, GA (Ser. Wel.) Dept., Dt.16-09-1994 and G.O.Ms.No.1036, G.A.(Ser.Wel.) Dept., Dt.29.11.96)
9	Employees who participate in the rallies, camps etc., of the A.P. Bharat Scouts & Guides	Not exceeding 10 days in a calendar year (G.O.MsNo.112 Fin,dt.22-07-69)
10	Members of Institution Engineers a) For attending annual meeting, Hyd. b) For attending annual convention to any part of the country	7 days in a calendar year 10 days in a calendar year (G.O.Ms No.44 F&P FR-I,dt.05-02-06)
11	Employees of Vacation Dept.	7 days in a calendar year. (G.O.Ms.No.47, Fin., dt.12-02-65)
12	An Officer enrolled in territorial army and deputed to undergo training parades etc.	Not exceeding 30 days in a calendar year
13	Blood Donation	1 day on the date on which blood is donated subject to the production of certificate. (G.O.Ms.No.137, M&H (EL), dated 23.02.1984)
14	Govt. Servant participating in the cultural events in the National and International importance when he is selected by service /cultural associations recognized by Govt.	Not exceeding 30 days in a calendar year. (G.O.Ms.No.360, F&P, Dt.24.12.1980)
15	Women Government Servants for the celebration of International Women's day on March 8 <sup>th</sup>  (G.O. Ms. No.433 GAD(SW-II)Dept.dt.04-08-10 and Govt. Memo No.3400/SW/A2/2016, GA(SW,Wel.), dt.05.03.16)	1 day
16	Govt. employees to cast vote in MLC (Graduate / Teachers) elections (G.O.Ms.No.82, GA (Ele.B) Dept., Dt.03.02.11)	1 day on the day of poll if it is working day

Special Casual Leave can intervene between two spells of leave if certified by Doctor.

### **Special Casual Leave for Infectious Diseases (Rescinded or Cancelled):**

According to the instruction 7(a)(i) (ii) of Annexure VII, FR&SR, special leave for a period not exceeding 21 days but in exceptional cases upto 30 days, may be sanctioned to a Govt. servant when he is ordered by the Head of his office to be absent himself from duty on the certificate of Medical Officer / Health Officer as the case may be on account of the presence of the following infectious diseases in his house.

1. Small Pox
2. Plague
3. Cholera
4. Typhoid
5. Acute Influenza Pneumonia
6. Cerebra spinal meningitis
7. Measles
8. Diphtheria

Govt. having felt that due to improvement in medical treatment in eradicating the above infectious diseases ordered that no special casual leave should be sanctioned to the Govt. servant if the Govt. servant himself or any of his family members suffers from the diseases mentioned above. (G.O.Ms.No.10, Fin. & Plg. (F.W.F.R.I) Dept., Dt.24.01.92).

### **11. Compensatory Holidays (CCLs): (Annexure XII, FR&SR)**

A Govt. servant who is called upon to attend office on a public authorised holiday except as punishment should be allowed another holiday on any working day in its place. For this, a register of Compensatory Holidays earned and availed should be maintained.

If he has himself attended office on his own accord to clear off the arrears of work in his branch, compensatory holiday is not admissible.

It is also not admissible to Gazetted Officers in the Offices of State Govt. whether independent charge or in subordinate offices, when he has attended office either on his own accord or under the direction of superior officer. (G.O.Ms.No.605, GA (Pol.B) Dept., dated 20.05.1972).

Compensatory holiday in lieu of a holiday's turn duty will be admissible to Ministerial Staff ranking below Superintendents and all Govt. servants in the inferior service including peons. Govt. servants like Watchman, Chowkidars, etc., are by the very nature of their duties excluded from the admissibility of this concession. (Govt. Memo No.6176/52-2, Govt. of Madras, Dt.15.10.52).

Compensatory Holidays earned should be availed within 6 months from the date of earning, otherwise it will lapse. Not more than 10 compensatory holidays may be availed in a year, but not more than 7 days may be accumulated. Compensatory Holidays earned more than this limit will lapse. (G.O.Ms.No.942, Public, Dt.17.10.1903).

Compensatory Holidays can be combined with casual leave or other authorised holidays or optional holidays, provided the total absence should not exceed 10 days. Compensatory Holidays can be allowed to be prefixed or suffixed to regular leave subject to the total absence exceeds 10 days. (Govt. Memo No.2690/Pol.B/64-2, G.A.(P.O.B.) Dept., Dt.03.10.1964).

If a Govt. Servant is called on to attend office on an optional holiday, which he wants to avail himself of and which is refused in the exigencies of Govt. work, such a Govt. servant is entitled to a compensatory holiday in the lieu of optional holiday so refused. However the total number of holidays availed of, by an individual towards optional holidays, whether by way of optional holiday or compensatory holiday in lieu thereof, shall not exceed the limit (5 days) for a calendar year. (G.O.Ms.No.528, GA (Pol.B) Dept., Dt.26.04.1961).

Govt. servant touring on public holidays in connection with the performance of his duties is not eligible for this concession.

(Memo No.13112, Accts / 67-2, Dt.01.03.1958).

## **12. Child Care Leave:**

Government have issued orders vide G.O.Ms.No.209, Fin. (HRM.III) Dept., Dt. 21.11.2016, for Child Care Leave for women employees for a period of 3 months, not exceeding 15 days in any spell in the entire service to look after two eldest children upto the age of 18 years (22 years in case of disabled children) for any of their needs like examinations, sickness etc. subject to the following conditions:

- i) It shall be permitted only if the child is dependent on and residing with the Govt. servant.
- ii) LTC cannot be availed during this leave
- iii) The leave account for child care shall be maintained in the prescribed proforma and it shall be kept along with SB of the employee.
- iv) The Head of Office shall ensure that the availment of child care leave to an employee will not affect the functioning of the office.
- v) It requires prior sanction of competent authority.
- vi) It may be combined of any kind of leave eligible including Maternity Leave, except with CL or SCL.
- vii) It is admissible during the period of probation also. The period of probation shall be extended to that extent.
- viii) The Leave Salary shall be paid on the pay drawn immediately before proceeding on leave.