

LEAVE RULE.....

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LEAVE RULES:

- ❖ Company Leave rules
 - ❖ Fundamental Leave rules
 - ❖ State Rly. Leave Rules 1930
 - ❖ Liberalized Rly. Leave rules or Central Pay Commission Leave rules 1949
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LEAVE RULES

GENERAL RULES

- ❑ Leave can not be claimed by the employees as a matter of right. The right to grant or refuse leaves vests in the authority competent to sanction leave.
 - ❑ Leave sanctioning authority cannot alter the kind of leave due and applied for except at the written request of the employee.
 - ❑ Leave cannot be sanctioned for more than 5 years.
 - ❑ The employees are not permitted to take up any employment during the period of leave.
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KINDS OF LEAVE

Leave on Average Pay (LAP):

- ❑ **30 days** in a calendar year is admissible to all Railway staff in two installments on first day of January and on first day of July @ of **15 days** each.
- ❑ LAP can be accumulated up to **300 days**, thereafter it will lapse.
- ❑ LAP can be prefixed or suffixed to holidays. However holidays, Sundays, and rest days falling within the scale of LAP will be counted as LAP.

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Leave on Average Pay (LAP):

- ❑ LAP has to be availed only after prior sanction.
 - ❑ Maximum LAP can be availed at a time is **180 days**.
 - ❑ For new entries in Railway will be given credit of $2\frac{1}{2}$ days per month of the half year in which they join. Similarly credit at the rate of $2\frac{1}{2}$ per month upto the date of retirement / death.
 - ❑ In case, Rly employee has availed Extra ordinary leave or remain **without pay**, the credit to be afforded to his leave account at the commencement of the **next half year** shall be reduced by $1/10^{\text{th}}$ of period of such leave..
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Leave on Half Average Pay (LHAP):

- ❑ **20 days** LHAP is admissible in each completed year in two installments 1st January & 1st July @ **10 days** each.
- ❑ No restriction for accumulation.
- ❑ LHAP is granted in case of sickness on production of medical certificate.
- ❑ It is also granted on private affairs on half average pay.
- ❑ can be granted for **2 years** in one spell..

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Leave on Half Average Pay (LHAP):

- LAP & LHAP henceforth shall be considered for encashment of leave subject to maximum of **300 days**.
 - To make up the shortfall in LAP, no commutation of LHAP shall be permissible..
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Commutated Leave:

- On production of medical certificate – no limit
- Approved course of study – 180 days in entire service
- HLAP is commuted into full pay therefore, twice the no of days deducted from HLAP account
- In continuation of maternity leave – 60 days without medical certificate
- In case of resignation or vol. retirement without returning to duty, entire period is treated as HLAP and ~~recovery is made from pay but in case of death/invalidation, no recovery is made~~

LEAVE NOT DUE (LND):

- Permanent Railway employees
- Max 360 days during entire service and on medical certificate (Railway) only
- When no other leave at credit
- Leave salary equal to Half Pay Leave
- Granted in advance and debited on future earning of HLAP, therefore limited to the earning of HLAP subsequently
- Temp. Rly servant with one year service may be granted for TB, Leprosy, Cancer or mental illness under the above conditions

Hospital Leave:

- ❑ It is admissible to non-gazetted Railway servants including Rly. Apprentices.
 - ❑ It is not debited to leave account.
 - ❑ It can be availed, when an employee is injured due to accident, on production of a certificate from authorised medical attendant.
 - ❑ This leave can be combined with any other leave provided total period after combination doesn't exceed **28 months**.
 - ❑ Leave salary is payable equal to salary on LAP for first **120 days** and equal to salary on LHAP for remaining period.
 - ❑ DRM /CWEs are empowered to relax the provisions, in individual cases, meriting sanction of Hospital leave beyond a period of 120 days on leave salary equal to salary while on LAP..
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Special Disability Leave:

- ❑ This can be granted to Gazetted, non-Gazetted & temporary employees for injury caused intentionally by someone or in course of his duty including illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to his post.
 - ❑ Such leave may be granted in case where the disability manifested it self within 3 months, after the occurrence of its cause.
 - ❑ This leave may be combined any other leave.
 - ❑ This leave is not debited to leave account.
 - ❑ Can be granted maximum **24 months** for one disablement.
 - ❑ Leave salary payable equal to LAP for first **120 days** and equal to LHAP for remaining period.
 - ❑ DRM /CWEs are empowered to relax the provisions, in individual cases, meriting sanction of Special Disability leave beyond a period of 120 days on leave salary equal to salary while on LAP..
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Maternity Leave:

- ❑ Female Railway employees whether married or unmarried, including apprentices, with less than **two surviving children** are eligible for grant of maternity leave.
 - ❑ It is admissible for **180**(wef 01.09.08)days from the date of confinement and **45 days** for mis-carriage or abortion in entire carrier.
 - ❑ This leave may also be granted (including commuted leave upto **60** days and LND) upto a maximum of **2 years** without medical certificate.
 - ❑ Female Casual Workers can avail this leave up to **4 weeks**..
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Paternity Leave:

- A male Railway servant (including an apprentice) with less than **two** surviving children is also eligible for paternity leave for a period of **15 days**.
 - This can be granted either **15 days before** or **within 6 months** from the date of issue of the child.
 - P.L can be combined with any kind of leave..
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Child Adoption Leave:

- ❑ This leave is granted to both Female & Male employees (including an apprentice) when a child is adopted less than **1 year of age**.
 - ❑ **180 days** leave is granted for **Female** employees when the employee has less than **2 surviving children**.
 - ❑ A **Male** Railway servant is eligible for a period of **15 days**. This should be availed within 6 months from the date of adoption.
 - ❑ C.A.L can be combined with any kind of leave..
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Child Care Leave

Eligibility:

- ❑ A woman employee having minor children may be granted Child Care Leave by an authority competent to grant leave.
- ❑ This leave is granted for taking care up to **two** children.
- ❑ Child care leave shall not be admissible if the child is **18 years** of age or older.

Occasion:

Child care leave is granted for rearing or to look after any of their needs like examination, sickness etc.

Child Care Leave

Period :

- ❑ This leave may be granted for maximum period of **2 years (730 Days)** during entire service period for first two elder children.
- ❑ It may be availed in more than one spell.
- ❑ Child care leave may also be allowed for the **third year** as leave not due (without production of medical certificate).
- ❑ It may be combined with any kind of leave except CL.

Limitation:

- ❑ CCL may not be granted for more than 3 spells in a calendar year and it may not be granted for less than 15 days..
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Study Leave:

- ❑ To undergo special course of study consisting of higher studies or Technical subject having a **direct connection** with the sphere of his/her duty in or outside India.
 - ❑ It is sanctioned who completed **5 years** continuous service and who is not due to reach the age of superannuation within **3 years**.
 - ❑ This leave is granted upto **24 months** in entire service.
 - ❑ Total absence on study leave and other leave should not exceed **36 months**.
 - ❑ Employee should execute a bond to serve Railway for **3 years** after completing the study.
 - ❑ Study leave will count as service for promotion, seniority, increment, pension etc. but not earning leave other than LHAP..
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Extra Ordinary Leave:

- *This leave can be availed in following Circumstances:*
 - When no other leave is admissible i.e LAP or LHAP.
 - When other leave is admissible, but the employee applies in writing for the grant of such leave.
 - EOL is granted upto a maximum of **5 years**.
 - Railway servant who has completed **3 years** continuous service can apply for EOL up to **24 months** for higher study (w. e. f 01.01.98).

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Extra Ordinary Leave:

- Temporary employee, with **1** year continuous service shall be granted EOL
 - **3** months without a medical certificate.
 - **6** months with medical certificate.
 - **18** months on medical certificate for employee suffering from TB, Cancer, mental illness and Leprosy.
 - No leave salary is admissible to the employee during such leave..
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Casual Leave:

Maximum number of CL:

- ❑ Those who avail National Holidays - 08 days
 - ❑ Those who do not avail national holidays or avail a few - 10 days
 - ❑ CL cannot be combined with any other leave except CCL.
 - ❑ CL can be prefixed or suffixed to holidays and weekly rest.
 - ❑ There is no limit of CL to be availed at a time..
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Special Casual Leave:

- ❑ SCL is granted for participation in sports, scouts, union meetings, Court attendance and special occasions.
 - ❑ Maximum period of leave normally **30 days** in a calendar year.
 - ❑ GM's power is up to **60 days**.
 - ❑ Beyond **60 days** Boards approval is required.
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Compensatory Casual Leave:

- ❑ CCL is granted to the Ministerial Staff and Gr.'D' staff in offices, except Supervisors for attending office on Sunday, Closed days, Weekly offs and holidays.
 - ❑ It can be prefixed or suffixed with CL, Sundays and holidays.
 - ❑ 3 CCL can be availed at one time.
 - ❑ It must be availed within 30 days of the day on which worked..
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Leave Encashment

- ❑ Encashment of LAP up to **10 days** at the time of availing of Passes for a Max. of **60 days** in entire carrier.
- ❑ While proceeding on leave for encashment, it has **no link** to the number of days & nature of leave availed. (RB letter No. F(E) III/LE-1/1 dt. 01.09.09)
- ❑ The encashment cannot be made before a minimum period of **2 years** has elapsed.

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Leave Encashment

- ❑ A balance of at least **30 days** of LAP should be available to his credit **after** such encashment.
 - ❑ The period of leave encashed **shall not be deducted** from the quantum of leave encashable at the time of retirement.
 - ❑ No house rent allowance and transport allowance shall be payable during encashment..
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Joining Time:

**Distance between the old
and the new headquarters**

1000 Kms.or less

More than 1000 Kms.

More than 2000 Kms,

Joining time admissible.

10 days

12 days

15 days (In case to travel by air the
maximum will be 12 days)

Thanks
