

Leave Rules

Presented by –

TAPAS SARKAR

INSTRUCTOR / MDSTC & MDWTC / KPA

Applies to

- ❖ All Railway servants appointed on or after 1st February 1949.
- ❖ Temporary Railway servant who has completed 3 years continuous service.
- ❖ others brought under these rules by special orders

General Conditions

- ❖ Leave cannot be claimed as a matter of right
- ❖ leave of any kind may be refused or revoked
- ❖ not open to that authority to alter the kind of leave
 - without the written request of the employee.

Types of Leaves

- ❖ CASUAL LEAVE
- ❖ LEAVE ON AVERAGE PAY [LAP]
- ❖ LEAVE ON HALF AVERAGE PAY [LHAP]
- ❖ COMMUTED LEAVE
- ❖ LEAVE NOT DUE (LND)
- ❖ LEAVE TO APPRENTICES
- ❖ MATERNITY LEAVE
- ❖ PATERNITY LEAVE

Types of Leaves (Cont)

- ❖ CHILD ADOPTION LEAVE (ADOPTIVE MOTHERS)
- ❖ PATERNITY LEAVE (ADOPTIVE FATHERS)
- ❖ HOSPITAL LEAVE
- ❖ STUDY LEAVE
- ❖ Ex-INDIA LEAVE
- ❖ CHILD CARE LEAVE
- ❖ SPECIAL CASUAL LEAVE

LEAVE ON AVERAGE PAY [LAP]

- ❖ 30 days in a calendar year
- ❖ Credited in two parts of 15 days each on
 - 1st January and
 - 1st July every year
- ❖ For all Railway servants, permanent or temporary,
 - except those serving in a Railway School

Crediting of LAP

❖ At the initial stage

- in advance @ 2 ½ days per month of service which he is likely to render in a half year in which he is appointed.

❖ While in service

- 15 days credited in advance twice
 - on 1st January &
 - 1st July every.

❖ Retirement/ Resignation

- 2 ½ days per completed month in the half year up to the date of retirement or resignation.

❖ Removal / Dismissal/ Death while in service

- 2 ½ days per completed month up to the end of the month preceding the month in which he is removed or dismissed from service or dies in service.

❖ Carry forward of LAP

- carried forward to the next half year subject to maximum limit of 300 days

❖ Limitation on grant of LAP:

- The maximum LAP granted at a time is 180 days.

LEAVE ON HALF AVERAGE PAY [LHAP]

- ❖ 20 days LHAP in a calendar year
 - credited in advance in two installments of 10 days each on
 - 1st January and
 - 1st July
- ❖ For all Railway servants, permanent or temporary, including those serving in Railway School

Crediting of LHAP

❖ At the initial stage

- in advance @ 5/3 days per month of service which he is likely to render in a half year in which he is appointed.

❖ While in service

- 10 days credited in advance twice
 - on 1st January &
 - 1st July every.

❖ Retirement/ Resignation

- 5/3 days per completed month in the half year up to the date of retirement or resignation.

❖ Removal / Dismissal/ Death while in service

- 5/3 days per completed month up to the end of the month preceding the month in which he is removed or dismissed from service or dies in service.

❖ Carry forward of LHAP

- carried forward to the next half year without any limitations

❖ Limitation on grant of LHAP:

- The maximum LAP granted at a time is 24 months
- The limit is not applicable in case of commuted leave
- May be granted on medical certificate or on private affairs

COMMUTED LEAVE

- ❖ Commuted leave not exceeding half the amount of LHAP due may be granted on medical certificate subject to the following conditions:
 - The authority competent to grant leave is satisfied that there is reasonable prospect of the railway servant returning to duty after leave
 - When commuted leave is granted, twice the amount of such leave is debited against the LHAP.
 - No limit to the number of days of commuted leave to be availed of during the entire service.
 - LHAP up to a maximum of 180 days shall be allowed to be commuted during the service where such leave is utilized for an “APPROVED COURSE OF STUDY” which is certified to be in the public interest by the leave sanctioning authority;
 - Commuted leave may be granted at the request of the employee even when LAP is due to him.

LEAVE NOT DUE (LND)

- ❖ Leave not due may be granted to permanent railway servant in subject to the following conditions: -
 - LND shall be limited to the LHAP which he is likely to earn thereafter;
 - LND during the entire service shall be limited to a maximum of 360 days, on medical certificate;
 - LND shall be debited against the LHAP he earns subsequently.

LND to Temporary employees [

- ❖ Leave not due may be granted to a temporary railway servant suffering from TB, Leprosy, Cancer or Mental illness provided that:
 - The grant does not exceed 360 days during the entire service, on medical certificate;
 - The railway servant concerned has put in at least one year's railway service;
 - The post from which the railway servant proceeds on leave is likely last till his return to duty;
 - And the request for leave is supported by a medical certificate.

LEAVE TO APPRENTICES

- ❖ Apprentices under training for group-C posts in all departments
 - on full stipend not exceeding 16 days/year
 - on half stipend on medical certificate not exceeding 20 days/year
- ❖ Apprentices (Artisans) who are likely to be appointed as workman after training
 - on full stipend not exceeding 12 days / year
 - on half stipend on medical certificate not exceeding 15 days / year

MATERNITY LEAVE

- ❖ For female employee [including apprentice]
 - with less than two surviving children
 - 180 days maternity leave
 - sanctioned only in a single spell.
- ❖ Maternity leave on account of miscarriage / abortion
 - restricted to 45 days in the entire career of a female railway servant
- ❖ May be combined with
 - leave of any other kind
 - up to 2 years
 - without medical certificate
- ❖ Unmarried female railway employees are also eligible for Maternity leave
- ❖ CL with temporary status are also allowed Maternity leave

PATERNITY LEAVE

- ❖ For male Railway Servant (including an apprentice)
 - with less than two surviving children
 - sanctioned only in a single spell.
 - for a period of 15 days,
 - up to 15 days before, or
 - up to six months from the date of delivery of the child
 - on valid adoption of a child below the age of one year.
 - within a period of six months from the date of valid adoption
- ❖ CL with temporary status are also allowed Maternity leave
 - To be availed within of 135 days of childbirth.

CHILD ADOPTION LEAVE (ADOPTIVE MOTHERS)

- ❖ For adoptive mothers with less than two surviving children
 - 180 days on the lines of maternity leave
 - on adoption of a child up to one year of age
 - may be combined with leave of any other kind
 - Up to one year **minus** the age of the child during adoption

HOSPITAL LEAVE

- ❖ Granted to railway servants other than in Group A and Group B,
 - while under medical treatment for illness or injuries
 - illness or injury is directly due to risks incurred in the course of official duties.
- ❖ shall be granted on production of medical certificate from an Authorized Medical Attendant.
- ❖ on leave salary: -
 - Equal to LAP for the first 120 days
 - Equal to LHAP for the remaining period.
- ❖ The amount of hospital leave which may be granted by the General Managers to railway servant is unlimited.
- ❖ may be combined with any other kind of leave
- ❖ the total period of leave, after such combination, does not exceed 28 months.

STUDY LEAVE

- ❖ To undergo higher studies in subject having a direct and close connection with his duty.
- ❖ Minimum five years regular continuous service including probation.
- ❖ Not due for superannuation within three years after the leave;
- ❖ To executes a bond
 - for a period of three years after the expiry of the leave.

Maximum study leave

- ❖ Employees other than Railway Medical Service Officers
 - Ordinarily twelve months at any one time, and
 - Twenty-four months in entire service
- ❖ For Railway Medical Service Officers,
 - thirty six months for acquiring post graduate qualification,
 - execute a bond for a period of five years after completion of the study course.

Ex-India leave

- ❖ for private visits abroad
- ❖ purchase overseas medical insurance to the tune of medical cover of at US \$50,000.
- ❖ not entitled for reimbursement of medical expenses incurred abroad

Child Care Leave

- ❖ For Women employees having minor children
- ❖ maximum period of two years (i.e.730 days) during their entire service
- ❖ for taking care of up to two children
- ❖ whether for rearing or to look after any of their needs like examination, sickness etc.
- ❖ not admissible if the child is eighteen years of age or older.
- ❖ shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- ❖ may be availed of in more than one spell.
- ❖ Min 15 days max 3 spells in a year.
- ❖ shall not be debited against the leave account.
- ❖ may also be allowed for the third year as leave not due (without production of medical certificate).
- ❖ It may be combined with other kinds of leave
- ❖ shall be admissible for two eldest surviving children only