

LEAVES AVAILABLE TO PERMANENT PB.GOV. EMPLOYEES

FOR MORE DETAILS READ ON FOLLOWING LINKS IN DETAIL

¹ [http://www.punjabrevenue.nic.in/csr1\(1\).htm](http://www.punjabrevenue.nic.in/csr1(1).htm)

² [http://www.punjabrevenue.nic.in/csr1pll\(1\).htm](http://www.punjabrevenue.nic.in/csr1pll(1).htm)

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CASUAL LEAVE

AVAILABLE TO EMPLOYEES AS PER RULE 8.61 APPENDIX 17 OF PART II OF CSR.

S. NO.	SERVICE DURATION	CASUAL LEAVES	NO. OF LEAVES AVAILABLE IN ONE SPELL	REMARKS
1.	UPTO 10 YEARS	10 DAYS	16 DAYS IN ONE SPELL.	ADMISSIBLE ON FULL PAY.BUT EMPLOYEE HAS TO JOIN DUTY WITHIN 36 HRS. OF RECALL.
2	>10 YEARS UPTO 20 YEARS	15 DAYS		
3	>20YEARS	20 DAYS		

EARNED LEAVE

AVAILABLE TO EMPLOYEES AS PER RULE 8.116.

IT IS EARNED BY EMPLOYEE IN LIEU OF DURATION OF SERVICE AS PER RULE 8.113(II).

DUTY PERIOD SHALL INCLUDE ALL KIND OF LEAVES EXCEPT EXTRAORDINARY LEAVE AS PER NOTE 2 & 3 OF RULE 8.116.

IT IS AVAILABLE TO PERMANENT GOVT. EMPLOYEES & CAN BE ACCUMULATED UPTO 450 DAYS W.E.F. FROM 18.11.1997.EARLIER IT WAS 360 DAYS.

S. NO.	SERVICE DURTION	EARNED LEAVE FOR NON-VACATION STAFF	EARNED LEAVE FOR VACATION STAFF	NO. OF LEAVES AVAILABLE IN ONE SPELL	REMARKS
1.	UPTO 10 YEARS	(NO. OF DAYS OF DUTY EXCLUDING EXTRAORDINARY LEAVE)/24	8 DAYS per YEAR AS PER GOVT. LETTER NO. 10/36/89/4FP DATED 8.3.90	ANY NO. OF LEAVES CAN BE AVAILED VIDE NOTE 3 OF RULE 8.116.	
2	>10 YEARS UPTO 20 YEARS	(NO. OF DAYS OF DUTY EXCLUDING EXTRAORDINARY LEAVE)/18			
3	>20YEARS	(NO. OF DAYS OF DUTY EXCLUDING EXTRAORDINARY LEAVE)/12			

HALF PAY LEAVE(HPL)

LEAVE IS AVAILABLE TO EMPLOYEES AS PER RULE 8.119 (A) & (B).

IT IS THE LEAVE THAT IS EARNED IN RESPECT TO COMPLETED YEARS OF SERVICE VIDE RULE 8.113 (III).

HALF PAY LEAVE IS ADDED EACH YEAR TO THE LEAVE ACCOUNT OF EMPLOYEE @ 20 DAYS PER COMPLETED YEAR OF SERVICE INCLUDING EXTRAORDINARY LEAVE.

IT MAY BE GRANTED TO AN EMPLOYEE ON MEDICAL CERTIFICATE OR ON PRIVATE AFFAIRS ONLY IF EARNED LEAVE IS NOT DUE AS PER RULE 8.119.

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COMMUTED LEAVE

IT IS AVAILABLE TO EMPLOYEE AS PER RULE 8.119 (C).

IT IS GRANTED TO AN EMPLOYEE ONLY ON MEDICAL GROUNDS.

IT IS GRANTED TO THE EMPLOYEE NOT MORE THAN HALF OF HALF PAY LEAVES SUBJECT TO FOLLOWING CONDITIONS:

- 1.IT WILL BE LIMITED UPTO MAX. 240 DAYS DURING THE ENTIRE SERVICE.**
- 2.TWICE THE AMOUNT OF SUCH LEAVE SHALL BE DEBITED AGAINST HALF PAY LEAVE DUE.**
- 3. IT HAS TO APPLIED AT LEAST 30 DAYS IN ADVANCE TO DATE OF STARTING LEAVE.**
- 4. SANCTIONING AUTHORITY MUST HAVE TO ENSURE THAT THE EMPLOYEE IS EXPECTED TO RETURN TO DUTY AFTER AVAILING LEAVE.**

IF A FEMALE EMPLOYEE AFTER AVAILING HER MATERNITY LEAVE EXTENDE,SHE CAN GRANTED COMMUTED LEAVE IN CONTINUATION WITH MATERNITY LEAVE WITHOUT THE PRODUCTION OF MEDICAL CERTIFICATE UPTO MAX. 60 DAYS.BUT IF SHE GETS HER MATERNITY LEAVE EXTENDED THEN BOTH LEAVES CANNOT BE COMBINED WITHOUT THE PRODUCTION OF MEDICAL CERTIFICATE AS PER RULE 8.127 (A) OR RULE 8.137-A (1).

LEAVE NOT DUE

IT IS ACCESSED AS PER RULE 8.119 (C) & ITS NOTES.

IT IS GRANTED TO AN EMPLOYEE SUBJECT TO FOLLOWING CONDITIONS:

- 1. NO LEAVE IS DUE IN HIS/HER LEAVE ACCOUNT.**
- 2. IF SANCTIONING AUTHORITY IS SATISFIED THAT THE EMPLOYEE IS LIKELY TO RETURN TO DUTY ON THE EXPIRY OF LEAVE.**
- 3. SHALL BE LIMITED TO HALF PAY LEAVES LIKELY TO BE EARNED IF HE RESUMES HIS DUTY.**
- 4. MAX. 90 DAYS AT A SPELL & 360 DAYS DURING ENTIRE SERVICE PERIOD.**
- 5. SHALL BE DEBITED TO HALF PAY LEAVE A/C.**
- 6. IN CASE OF ANY TYPE OF RETIREMENT ENFORCED RETIREMENT, NO REFUND IS TAKEN FOR THE DIFFERENCE OF LEAVE AVAILED & LEAVE A/C AS PER RULE 3 SUBRULE 1 OF PB. CSR (PREMATURE RULE, 1975).**

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EXTRAORDINARY

LEAVE(EOL)

IT IS GOVERNED AS PER RULE 8.121 (I) & 8.137.

IT IS GRANTED TO AN EMPLOYEE ONLY IN SPECIAL CIRCUMSTANCES:

- **WHEN NO OTHER LEAVE IS ADMISSIBLE.**
- **WHEN ALTHOUGH OTHER LEAVE IS ADMISSIBLE BUT THE EMPLOYEE CONCERNED BAPPLIES IN WRITING FOR THE GRANT OF EXTRAORDINARY LEAVE.**

BUT THE AUTHORITY EMPOWERED TO GRANT LEAVE MAY COMMUTE RETROSPECTIVELY

- **PERIOD OF ABSENCE WITHOUT LEAVE INTO EOL.**
- **THE EXTRAORDINARY LEAVE GRANTED INTO LEAVE OF DIFFERENT KIND OF LLATER TYPE OF LEAVE WAS ADMISSIBLE AT THE TIME EOL WAS GRANTED.THIS CONCESSION CANNOT BE CLAIMED AS A MATTER OF RIGHT.**
- **EOL GRANTED ON MEDICAL CERTIFICATE CAN BE COMMUTED RETROSPECTIVELY INTO "LEAVE NOT DUE" AT THE DISCRETION OF COMPETENT AUTHORITY.**

FOR THE EMPLOYEES WHO ARE NOT IN PERMANENT SERVICE,THE PROVISIONS OF RULE 8.121

APPLY BUT THE PERIOD OF LEAVE MAY ON ONE OCCASION DOES NOT EXCEED:

- **MAX. 2 YEAR IN CASE THE EMPLOYEE IN PERMANENT JOB FOR A PERIOD EXCEEDING 1 YEAR.**
- **ONE YEAR IF SERVICE PERIOD IS LESS THAN ONE YEAR.**

PROVISION OF RULE 8.116 TO 8.119 REGARDING OTHER TYPE OF LEAVES ALSO APPLY TO EMPLOYEES WHO ARE NOT IN PERMANENT JOB SUBJECT TO CONDITIONS OF RULE 8.133.

MATERNITY LEAVE

IT IS GOVERNED BY RULES 8.127 (A) TO 8.127E & 8.137 A & B

- **IT IS ADMISSIBLE ONLY IF EMPLOYEE DOES NOT HAVE 3 OR MORE LIVING CHILDREN AT THE TIME OF APPLICATION.**
- **DATE OF CONFINEMENT MUST FALL WITHIN PERIOD OF LEAVE.**
- **THIS LEAVE IS NOT DEBITED INTO THE LEAVE A/C OF FEMALE EMPLOYEE.**
- **MAX. UPTO 180 DAYS LEAVE IS ADMISSIBLE TO A FEMALE EMPLOYEE WITHOUT THE PRODUCTION OF MEDICAL CERTIFICATE.**
- **BEYOND THAT PERIOD, LEAVE OF ANY KIND DUE IN LEAVE A/C CAN BE GRANTED ON THE PRODUCTION OF MEDICAL CERTIFICATE.**

MATERNITY LEAVE ON MISCARRIAGE/ ABORTION SHALL BE RESTRICTED TO 45 DAYS W.E.F. 8/11/95. IN CASE OF LONGER LEAVE, LEAVE OF ANY KIND DUE IN LEAVE A/C CAN BE AVAILED TO COVER THE PERIOD OF ABORTION VIDE FD LETTER NO. 2/3/94-FP-II/7491 OF 8/11/95.

ADOPTION LEAVE

**IT IS ADMISSIBLE AS PER LETTER NO. 14/22/98-6PP3/7892
DATED 11/06/98.**

- **IT IS ADMISSIBLE TO FEMALE EMPLOYEES ONLY.**
- **IT IS ADMISSIBLE ONLY IF SHE HAVE NO CHILD OF HER OWN.**
- **PERIOD OF LEAVE IS 3 MONTH MAX. OR UPTO THE PERIOD
THE NEWBORN CHILD IS 3 MONTH OLD.**

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HOSPITAL LEAVE

IT IS GOVERNED BY RULE 8.127C,D & E & 8.138.

- **THIS LEAVE IS ADMISSIBLE TO CLASS III & IV EMPLOYEES INVOLVED IN HANDLING OF DANGEROUS MACHINERY,EXPLOSIVE MATERIAL, POISONS & DRUGS ETC.**
- **IT IS ADMISSIBLE FOR THE PERIOD UNDER TREATMENT DUE TO THE RISK INCURRED IN THE COURSE OF THEIR DUTY.**
- **IT IS NOT DEBITED TO LEAVE A/C.**
- **IT CAN BE COMBINED WITH ANY KIND OF LEAVE UPTO MAX. PERIOD OF 28 MONTHS.**
- **THESE LEAVES WILL BE PAID ON FULL PAY UPTO 120 DAYS & REST PERIOD ON HALF PAY LEAVE.**

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SPECIAL DISABILITY

LEAVE

IT IS GOVERNED BY RULE 8.124,8.125 & 8.137C.

- **THIS LEAVE SHOULD NOT BE GRANTED UNLESS THE DISABILITY HAS MANIFESTED ITSELF WITHIN 3 MONTHS OF OCCURRENCE TO WHICH IT IS ATTRIBUTED.**
- **MAX. PERIOD OF LEAVE IS 24 MONTHS & THAT TOO ON PRODUCTION OF MEDICAL CERTIFICATE BY MEDICAL BOARD.**
- **IT CAN BE COMBINED WITH ANY KIND OF LEAVE.**
- **IT SHALL BE COUNTED AS DUTY IN CALCULATING SERVICE FOR PENSION.**
- **THESE LEAVES WILL BE PAID ON FULL PAY UPTO 120 DAYS & REST PERIOD ON HALF PAY LEAVE OR AN OPTION FOR THE PERIOD NOT EXCEEDING OF EARNED LEAVE.**
- **LEAVE SALARY DURING THIS PERIOD WILL BE GOVERNED BY RULE 8.122.**

STUDY LEAVE

ADMISSIBLE UNDER RULE 8.126 TOGETHER WITH THE DETAILS IN APPENDIX 20 OF PART II OF VOL. I.

IT IS GRANTED TO AN EMPLOYEE TO STUDY SCIENTIFIC, TECHNICAL OR SIMILAR PROBLEMS OR TO

- **UNDERGO SPECIAL COURSE OF INSTRUCTIONS OF PUBLIC INTEREST.**
- **IT IS NOT DEBITED INTO LEAVE A/C.**
- **GRANTED FOR 12 MONTHS AT ONE TIME & 24 MONTHS DURING ENTIRE SERVICE.**
- **CAN BE COMBINED WITH LEAVE OF ANY OTHER KIND EXCEPT EXTRAORDINARY LEAVE BUT STILL MAX. PERIOD OF LEAVE WILL BE 28 MONTHS INCLUDING VACATIONS.**

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LEAVE BEYOND THE DATE
OF COMPULSORY
RETIREMENT

GOVERNED BY RULE 8.139 IN COMBINATION WITH PROVISIONS OF RULE 8.21.

IT IS APPLICABLE TO TEMPORARY & OFFICIATING EMPLOYEES WHOSE LEAVE IS REGULATED BY ABOVE RULES.

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QUARANTINE LEAVE

- **IT IS NOT ADMISSIBLE TO GOVT. EMPLOYEE HIMSELF.**
 - **IT IS ADMISSIBLE ONLY IF THERE IS AN INFECTIOUS DISEASE IN THE FAMILY OR HOUSEHOLD OF AN EMPLOYEE & A CERTIFICATE IN THIS REGARDS IS ISSUED BY MEDICAL OFFICER/PUBLIC HEALTH OFFICER.**
 - **IT IS GRANTED FOR A PERIOD NOT EXCEEDING 21 DAYS OR IN EXCEPTIONAL CASES UPTO 30 DAYS.**
 - **IN EXCESS OF 30 DAYS, THIS LEAVE WILL BE TREATED AS ORDINARY LEAVE.**
 - **THIS LEAVE IS ADMISSIBLE ONLY IN CASE OF FOLLOWING DISEASES:**
 1. **CHOLERA**
 2. **SMALL-POX**
 3. **PLAGUE**
 4. **DIPHThERIA**
 5. **TYPHUS FEVER**
 6. **CEREBROSPINAL MENINGITIS**
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