

## **LEAVE RULES**

Liberalised leave rules came into force from 01.02.1949.

The following are the Recorded Leave under leave rules.

- Leave on Average Pay (LAP)
- Leave on Half Average pay(LHAP)
- Commutated Leave(CTL)
- Leave not due (LND)
- Extraordinary Leave(EXL)

**LAP:** -Railway servants are eligible for 30 days of LAP every year.It will be credited in advance to the leave account in two installments at the rate of 15 days each on 1<sup>st</sup> of January and July every year.In case of appointment or retirement in any part of half-year credit shall be given at the rate of 2 ½days per month up to the end of particular half year. In case of periods of absence, EXL, suspension and dies-Non etc. 1/10<sup>th</sup> of such period will be debited to the LAP account.

Maximum accumulation of LAP is limited to 300 days.In addition to 300 days of LAPat credit, advance credit of LAP for the next half year will be kept separately.Leave availed during the half year will be first adjusted from the additional 15 days kept in the leave account.

Maximum LAP that can be sanctioned at a time is limited to 180 days. School staff are eligible for 10 days of LAP in a year which will be credited in advance in two installments of 5 days each on 1<sup>st</sup> of January and July every year. During the period of LAP normal salary is admissible.

**LHAP :** -Railway servants are eligible for 20 days of LHAP in ayear.It will be credited in two installments of 10 days each on 1<sup>st</sup> of January and July every year.In the case of appointment or retirement in any part of a half-year credit shall be given at the rate of 5/3 day per month up to the end of particular half year.There is no maximum limit specified for accumulation of LHAP. Half pay is admissible during the period of LHAP.

In case of periods of absence, EXI, suspension and Dies-Non etc. 1/18<sup>th</sup> of such period will be debited to the LHAP account.For overstay after expiry of leave. LHAP will be debited to an extent up to the period of overstay and if LHAP is not available for the purpose the same will be treated as EXL. School staff are not eligible for LHAP.

**CTL:-** Conversion of LHAP into half of such leave with full pay is called CTL. It is permissible on medical grounds without any limit.For approved course of study, which is certified to be in the public interest, up to180 days of LHAP shall be allowed to be commuted during the entire service.Normal salary is paid during CTL.Ifemployee resigns or retire from service on his own without joining duty, the CTL sanctioned will be re-converted as LHAP and difference in salary is recovered.However, if the retirement or termination is thrust upon or if the employee dies while on CTL, the period of CTL need not be re-converted in to LHAP and salary already paid will not be recovered. School staff are not eligible for CTL.

**LND :** -LND is granted to permanent employees up to 360 days in the entire service on medical grounds, when the employee has no LAP or LHAPat his credit. LND is granted against the future earnings of LHAP.It is granted only when there is reasonable prospect

on the employee returning to duty on expiry of the leave to earn and adjust the LND sanctioned. Pay admissible on LHAP is allowed during the period of LND. School staff are not entitled for LND.

If the employee resigns or retires while on LND, the LND granted is cancelled and the salary already paid is recovered. Such resignation and VR are given effect from the date of commencement of leave. If the retirement is forced upon the employee or death occurs while on LND, salary already paid will not be recovered.

LND may also be granted to temporary employees with one year of service, up to 360 days in the entire service for treatment of TB, cancer and leprosy provided that there is every possibility of the employee returning to duty after expiry of the leave to earn required LHAP for adjustment and the post from which he proceed on leave is likely to last till his return.

During the period of LND pay as allowed on LHAP is paid.

LND is not admissible to school teachers, laboratory assistants, librarians and waterman attached to schools, as they are not eligible for LHAP.

**EXL:-** EXL is sanctioned to a Railway servant having no LAP or LHAP at credit or when the employee specifically applies for EXL even when he is eligible for LAP or LHAP. Permanent employees are eligible for EXL up to a maximum period of 5 years at a time.

**EXL for temporary employees:-** Temporary employees are granted EXL up to three months without medical certificate at a time and up to six months on production of medical certificate, provided they have put in a minimum of one year service on the date of expiry of leave. They are also eligible for EXL up to 18 months for treatment of TB, leprosy, cancer, and mental infirmities and up to 24 months for prosecuting studies certified to be in public interest, provided the employee has completed three years of service including the leave period.

### **Cash equivalent to leave salary**

In case of resignation Cash equivalent to leave salary is allowed for 50% of LAP at credit. In normal retirement, death, VR etc. it is allowed for the entire credit of LAP subject to a maximum of 300 days. Basic Pay plus DA are taken into account for calculation.

Similarly Cash equivalent to leave salary for LHAP at credit may also be allowed with out any maximum limit after deducting the pension and pensionary equivalent.

### **Special kind of leave**

**Hospital Leave:** - Non-Gazetted staff are eligible for Hospital leave for injuries sustained due to accident while on duty. Hospital leave is sanctioned on the strength of the medical certificate. During the period of Hospital leave full pay is allowed for first 4 months and half pay is allowed beyond. However, full pay beyond 4 months may be sanctioned by GM on the recommendation of medical authorities and concurrence of Accounts. Hospital leave when combined with other leave should not exceed 28 months.

**SPECIAL DISABILITY LEAVE:** - Special disability leave is granted to both Gazetted and Non-Gazetted staff for injuries sustained in accidents or for injuries intentionally inflicted/caused in, due to performance of official duties or in consequence of his official position. Special disability leave is granted up to 24 months per disability. GM is empowered to sanction SDL. During the period of SDL full pay is allowed for first 4 months and half pay is allowed beyond. However, full pay beyond 4 months may be allowed on the request of the employee by debiting required amount of LHAP.

**SPECIAL DISABILITY LEAVE- ACCIDENTAL:** - Special disability leave is also granted to both gazetted and non-gazetted staff for accidents intentionally inflicted or caused in or in consequence of due performance of his official duties or in consequence of his official position, to cover disablements and increase in liability due to illness. It is granted up to 120 days.

**MATERNITY LEAVE:** - Maternity leave is granted to female Railway servants with less than 2 surviving children. It is granted up to 135 days per occasion during the period of confinement and up to 45 days for miscarriage/abortion in the entire service. Maternity leave can be combined with other leave up to one year without production of medical certificate and on production of medical certificate beyond one year. Normal salary is allowed during the period of Maternity Leave.

**PATERNITY LEAVE:** Paternity Leave is granted to male Railway servants with less than 2 surviving children for a period up to 15 days during the period of confinement of their wife. It is not debited to the leave account of the employee. PL should be availed in one spell within 6 months from the date of delivery and up to 15 days prior to the date of delivery. PL should not normally be refused to. Normal salary is allowed during the period of PL. Casual labour attained temporary status are also granted PL up to 15 days and it should be availed by them within 135 days from the date of delivery.

**CHILD ADOPTION LEAVE:** - As per rule no 551 (C) IREC vol-I An adopting mother on the Railways, with less than two surviving children, may be granted 135 days of leave as child adoption leave on adoption of child upto one year of age on the lines of maternity leave admissible. This leave cannot be debited against the leave account.

**STUDY LEAVE:** - Study Leave is granted to the Railway servants with 5 years of regular service, for higher studies and training connected to his duties. Railway servants availing SL must have minimum of 3 years service to serve on return. SL is granted on the consideration that it is advantageous to the Government. It is granted up to 12 months in general and in special cases up to 24 months. SL can be combined with other leave (other than EXL) up to 28 months and for P.hd up to 36 months. GM or HOD can sanction study leave for study within India and by Railway Board for study abroad with finance concurrence.

Pay + DA minus stipend, scholarship and remuneration is paid as leave salary during the period of Study leave. Study allowance is also paid during the period of Study leave availed outside India.

**CASUAL LEAVE:** - CL is not regarded as a leave under leave rules, Railway servants who avail public holidays are entitled for 8 days of CL and others are entitled for 11 days of CL every year. CL can be combined with holidays and rest days. Unavailed CL lapses at the end of the year.

**SPECIAL CASUAL LEAVE:** - SCL is granted to Railway servants who are in Scouts, Guides, St. John Ambulance, and Territorial Army for attending camps and rallies. It is granted to sports persons for participating in tournaments and coaching camps. It is granted to representative of recognized Trade Unions for attending FNM, PNM, and Executive committee meetings. Defence helpers for appearing in DAR cases are also granted SCL. Railway Servants who are in the managing committee of Cooperative Societies, Stores, Canteen, and Institute etc. are granted SCL to attend their meetings. SCL is also sanctioned to cover up absence due to bandh, Curfew, flood etc.

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