

# **A.P.Leave Rules - 1933**

- **These rules came into force w.e.f 04.10.1933.**
- **Leave is earned by duty only - F.R.60.**
- **Leave can not be claimed as a right - F.R.67.**

# **KINDS OF LEAVE**

- **1.Casual Leave.**
- **2.Earned Leave.**
- **3.Half Pay Leave.**
- **4.Leave not due.**
- **5.Extra Ordinary Leave.**
- **6.Special Disability Leave.**
- **7.Study Leave.**
- **8.Maternity Leave.**
- **9.Hospital Leave.**
- **10.Paternity Leave.**

# Casual Leave

- **A concession to Government servant in special circumstances to be absent from duty for short period.**
- **Treated as duty.**
- **Maximum period for availment in a calendar year is 15 days in general. In HM & FW dept. 35 days CL to para medical staff**
- **If not availed in the calendar year leave will lapse.**
- **Can be combined with Optional Holidays and Public Holidays.**

- **Period of absence should not exceed 10 days.**
- **For temporary employees, sanction depends on discretion of the sanctioning authority.**
- **Grant of half day C.L. either from 10.30.A.M. to 1.30.P.M. or from 2.00 P.M. to 5.00 P.M. is allowed.**
- **A register of C.L. should be maintained.**

# Special Casual Leave

- **Will not count against ordinary C.L.**
- **When summoned to serve as junior or assessor to give evidence and to stand as witness in civil and criminal cases.**
- **For Donating Blood – 1 day.**
- **For Family Planning Operations:**  
**Male – Vasectomy I & II operation – 6 days.**  
**Female – Tubectomy I & II operation – 14 days.**

**Male – for Tubectomy of wife – 7 days**

**Female – Salpingectomy after Medical Termination of pregnancy – for I & II time also – 14 days.**

**Male – Wife undergoing MTP I & II time also – 7 days.**

- **Additional Special C.L. beyond the limit due to post operation complications subject to production on Medical Certificate.**
- **Recanalisation – 21 days or actual period of hospitalization whichever is less.**
- **Can be prefixed or suffixed to regular leave or C.L.**

- **For participating in Sporting events - not exceeding 30 days.**
- **If exceeded 30 days – excess period treated as regular leave.**
- **Principal Office bearers of Recognized service Associations – 21 days in a calendar year.**

- **To participate in Rallies, Comps etc. Organized by A.P. Bharat Scouts and Guides – 10 days.**
- **For participating in Cultural Activities – not exceeding 30 days selected by Government or Cultural Associations.**



# **Earned Leave**

- **All temporary and permanent employees are eligible for Earned Leave.**
- **Earned Leave is earned for duty and leave also.**

- **Leave Rules has been liberalized w.e.f. 01.01.1978.**
- **Leave will be credited, in advance, in two spells on 1<sup>st</sup> Jan. and on 1<sup>st</sup> July every year.**
- **The credit for all temporary employees is 8 days for calendar half year.**
- **The credit for all permanent employees is 15 days for calendar half year.**
- **All the permanent employees will earn leave at 2 ½ days for each completed month of service.**
- **If appointed in the middle of the half year, credit for first two months will be one day each, third month two days and so on.**

- **Completed months are to be considered and fraction of a month is to be ignored.**
- **The maximum accumulation of E.L. has been enhanced from 180 to 240 days w.e.f. 31-03-1990.**
- **The maximum accumulation of E.L. has been further enhanced from 240 to 300 days w.e.f. 16-09-2005 vide G.O.Ms.No:232, Fin. (FR.I) Dept, dated 16.09.2005.**

# **Recasting of leave account**

- **When a Government servant is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect his leave account should be recast with effect from the date of regularisation of his service-Ruling under FR rule 20.**
- **The leave availed between the date from which his services are regularised and the date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.**
- **The additional leave that becomes due as a result of recasting of the leave account shall be availed of only after later date.**

# **Surrender of Earned Leave**

## **Introduced from 13-08-1969**

- **Employee who take earned leave for not less than 30 days can surrender E.L to a maximum of 30 days and receive leave salary in lieu of leave so surrendered.**
- **Leave sanctioning authority is competent to sanction surrender of E.L.**
- **Application for surrender of E.L. should accompany with the application for grant of leave.**
- **E.L. surrendered will be debited against leave account.**

- **There should be an interval of 24 months between one surrender and another for surrender of 30 days .**
- **There should be an interval of 12 months between one surrender and another for surrender of 15 days**
- **The total of E.L. availed and E.L. surrendered should not exceed 120 days at any time.**
- **No deductions will be made in surrender leave salary.**
- **.**

- **The cash value of leave surrender shall be the leave salary to which employee is eligible.**
- **Temporary Government servants are eligible to surrender 15 days of EL after completing 24 months of service**
- **Retired employees are permitted to encash 240 days of E.L.**
- **The limit of 240 days have been enhanced to 300 days w.e.f. 16.09.05.**

# **Half Pay Leave**

- **All regular Government servants – 20 days for each completed year of service.**
- **Credit of H.P.L. is allowed for duty, leave and E.O.L.**
- **Grant of H.P.L. either on Medical Certificate or on Private affairs.**
- **H.P.L on full pay up to 6 months can be granted to regular Government servants suffering from Leprosy/ Heart diseases/ Tuberculosis/ Cancer/ Mental illness and Renal failure (Kidney).**

**(G.O.Ms.No.268 Fin & Plg  
(FWFR-I) Department, dated  
28-10-1991.**



# **Commuted Leave**

- **To be granted on Medical Certificate.**
- **Limited to 240 days during entire service.**
- **Twice the amount of H.P.L. be deducted from the leave account.**
- **E.L. + Commuted leave shall not exceed 180 days.**
- **The limit of 180 days removed vide G.O.Ms.No:384 Finance Department, Dated 05.11.1977.**
- **Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.**

# Leave not due

- **If no balance of H.P.L/EL, Leave not due is given**
- **To be granted on Medical certificate only.**
- **Maximum limit for availmentt is 180 days during entire service.**
- **Deducted from H.P.L. account against future credit.**
- **If retired voluntarily or resigned after availing leave not due before the adjustment of minus balance, leave salary paid should be recovered.**

- **If retirement is on medical invalidation or death recovery will not be insisted.**
- **Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.**
- **The leave not due should be limited to the H.P.L, he is likely to earn thereafter.**

# Extraordinary Leave

- **May be granted to a permanent Government Servant in superior service and last grade service in special circumstances.**
- **When no other leave is available.**
- **When leave is available, but if the Government servant request for grant in writing.**
- **The sanctioning authority can treat the period of absence without leave into E.O.L.**
- **Maximum period for absent on leave of any kind is 5 years, in case of permanent Government employee.**

- **E.O.L. granted on medical certificate counts for qualifying service.**
- **Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.**
- **N.G.Os and last grade employees are to submit medical certificate from any registered medical practitioner.**
- **HOD can permit E.O.L. on M.C. for not more than 6 months to count for grant of increment.**
- **In case of E.O.L. on M.C. exceeding 6 months Government is competent to count for grant of increment.**

- **For non-permanent Government servant E.O.L. shall not exceed 3 months.**
- **If completed 3 years of service – 6 months on production of Medical Certificate.**
- **For undergoing treatment (T.B., Leprosy) – 18 months.**
- **For SC's and ST's HOD can sanctioned E.O.L. for 12 months for Cancer or Mental Illness.**
- **HOD can sanctioned E.O.L. to SC's and ST's for 24 months for prosecuting studies.**

# **Special Disability Leave**

## **FR - 83**

- **Permanent or temporary Government servants who is disabled by injury intentionally inflicted or caused in, or in consequence of due performance of his official duties or in consequence of his official position.**
- **Government is competent to sanction leave.**
- **For Gazetted Officers certificate by Medical Board and in case of N.G.Os certificate by Civil Surgeon is necessary.**
- **The leave in no case shall exceed 24 months.**
- **If the leave required does not exceed 2 months a certificate from Government Medical Officer is sufficient.**

- **The leave can be combined with any other kind of leave.**
- **If the disability is aggravated leave may be granted more than once.**
- **The leave shall be counted as duty for calculation of service for pensions.**
- **The leave shall not debited against the leave account.**
- **Leave salary admissible for the first 4 months is average pay.**
- **For the remaining period exceeding 4 months leave salary admissible is half average pay.**



# **Study Leave**

## **FR 84**

- **Leave is granted by Government only.**
- **For the study of Scientific, Technical or similar problems are to undergo special courses of instructions.**
- **Government servant of less than 5 years service and due to retire within 3 years are not eligible for sanction of leave.**
- **Leave should not exceed 2 years in entire service.**

- **If it is combined with leave with allowances the period of leave should not exceed 28 months.**
- **This leave is not debited against the leave account.**
- **E.O.L. may be taken in combination of this leave without any limit.**
- **The employee will draw leave salary on half pay during Study leave.**

# **Maternity Leave**

## **FR 101(a)**

- **Admissible to married female Government Servants, for a period not exceeding 90 days for each confinement.**
- **In case of miscarriage including abortion leave does not exceed 6 weeks.**
- **The leave application should be supported by a certificate from R.M.P.**
- **This leave can be combined with leave of any other kind, supported by medical certificate.**
- **HOD and other competent authorities may grant leave.**

- **Period of leave enhanced from 90 days to 120 days w.e.f. 10.11.1995.**
- **Leave should not be granted if female Government servant is having two living children.**
- **If leave falls during vacation , the leave and vacation put together should not exceed 120 days**
- **Leave salary is equal to leave salary on full pay.**
- **This leave is not debitable to leave account.**

# **Hospital Leave – FR 101 (b)**

- **Temporary Government servants are not eligible.**
- **Applicable to all last grade employees shown under SR (2).**
- **Should not exceed 6 months in every 3 years of service.**
- **The leave salary is equal to half pay leave salary.**

# **Paternity Leave**

- **This provision has been introduced vide G.O. Ms. No: 231, Fin. (FR.I) Department, dated 16.09.2005.**
- **To be granted to married male permanent or temporary Government Employees having two surviving children.**
- **Leave to be granted for a period of 15 days on full pay.**
- **Leave sanctioning authority is competent to sanction the leave.**