Casual Leaves, Compensatory & Optional Holidays

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Casua Leave

- Concept: A concession to Govt. Servant in special circumstances to be absent from duty for a short period.
- Authority: Instructions 1 to 6, Annexure VII (Executive instructions regarding Casual Leave) of A .P . Fundamental & Subsidiary Rules vide Ruling 4 of FR 85.
- > Admissibility: To all temp. / permanent employees.
- > Crediting / Accounting:
 - i) 15 days per calendar year
 - (G.O.Ms.No.52, GAD(Poll.B) Dept., Dt.04.02.81)
 - ii) If appointed in the middle of the year, CLs should be credited proportionately.
 - iii) A register of CL should be maintained.

> Availing procedure:

- 1. By taking prior permission
- 2. In-charge arrangement should be made.
- 3. HODs should intimate to the concerned Dept. in Govt.
- 4. Can be availed in combination with OH, PH & SCL
- 5. Cannot be availed in combination with other leave, vacation & joining time.

- 6. $\frac{1}{2}$ day CL may be availed from 10.30 am to 1.30 pm (or) from 2.00 pm to 5.00 pm.
- 7. For temp. employees, sanction depends on discretion of sanctioning authority based on the length of service.

 (G.O.Ms.No.999, Fin., Dt.30.05.1959)
- 8. For each 3 or more late attendances on permission 1 CL will be deducted. (GoMsNo.574,GAD(ser-c)Dept., dt;3-7-71).

- Limitations: 1. Total period of absence from duty should not exceed 10 days.
 - 2. An officer is not entitled to take full amount of CLs in a year.
 - (G.O.Ms.No.2465,Fin.,Dt.23.12.1959, G.O.Ms.No.2094,Fin, Dt.22.04.1960)
 - 3. Frequent availing of CLs / Holidays by an individual should be avoided.
 - 4. Balance will not be carry forwarded to the next calendar year
- > Sanctioning Authority: Head of Office.
- Effect: Treated as duty for all purposes.

Special Casual Leave:

- Concept: A concession to Govt. Servant in special circumstances to be absent from duty for a short period.
- Authority: Instructions 7 to 10 Annexure VII (Executive instructions regarding Casual Leave) of A.P. Fundamental & Subsidiary Rules vide Ruling 4 of FR 85.
- >Admissibility: To all temp / permanent employees.

Special Casual Leave(Insturction 7)

Occasion

Amount of Leave

1. Summons to give witness in a court in which his private interest is not in issue

As per the attendance Certificate

- 2. For Family Planning operations
- (a) Male-Vasectomy

- a) 6 working Days(G.O.Ms.No.257 F & P dt:05-01-81)
- (b) Female- Tubectomy
- b) 14 Days(G.O.Ms.No.124 F&P dt:13-4-82)

- (c) Male For Tubectomy of wife
- (d) Female Insertion of Intra Uterine Contraceptive Devices
- (e) Recanalisation (Both male & female employees)

7 Days

1 Day on the day of insertion & reinsertion (G.O.Ms.No.128 F&P DT:13-4-82)

21 Days or Actual period of Hospitalization which ever is less Plus Actual journey(to & fro period)
Admissible to the employees who have less than two Children or who has lost all Male or Female Children after Family Planning operation

- 3.(A)Female Salpingectomy operation
 after medical
 Termination of
 Pregnancy
- B)Male Salpingectomy operation for Wife
- 4.Post Operative Complications
- A) Vasectomy
- B) Tubectomy

 14 days(G.O. Ms. No,275 F&P (FW FR-I)Dept.dt.15-05-81)

7 days

- Extended upto 7 days
- Extended upto 14 days on production of Medical Certificate

- > SCL can be availed for the 2nd time for the same period on production of MC mentioning the failure of previous operation (in case of Vasectomy & Tubectomy)
- > SCL may be prefixed or suffixed to Regular Leave or CL and not both.

Sports (Instruction 8)

- >8-A) 1. For participating in Sporting events of National or International Importance not exceeding 30 days in a calendar year. (G.O.Ms.No.295 Fin FR-I Dept.dt.14-09-1964).
 - 2.If exceeded 30 days excess period treated as regular leave. Permitted to combine with Regular Leave but not with CL.
 - 3. The concession shall not be allowed for the Participants on his personal capacity

- 4.It is extended to Managers of Teams, Coaches and Referees(Go Ms.No.358 F&P (FWFR-I)Dept.dt.26-12-84).
- 5.SCL not exceeding 15 days may be availed for President /Secy. of National Sports Bodies recognized by all India Council of Sports(G.O.Ms. No.270 F& P FWFR-I Dept., Dt.30-06-1976)
- 8-B)Participating in trekking expeditions approved by India Mountaineering Foundation, SCL not exceeding 30 days in a

calendar year may be sanctioned

> 8-C)Disabled Ex service men re-employed as
Civilian in State Govt. services for appearing
before Medical resurvey board for the
reassessment of disability and to go to
hospital for treatment

-15 days of SCL (G.O.Ms. No.407 F&P FW FR-I Dept.dt.18-09-76)

Instruction 9

9- A)For the recruitment in Territorial army or Auxiliary Air force

- i) Attending for an interview, Medical exam followed by training etc.
 - -One month or Less

(or)

- ii) For participation in ceremonial Parades
 - One month or less

- > 9-B)For Registering the name under Reserve and Auxiliary Air-force Act-1952
 - i)Attending for an interview, medical examination followed by training
 - One month or Less (or)
 - ii)For participation in ceremonial Parades as a member of Air Defence Reserve
 - One month or less.

OTHERS (Instruction 10)

- > 10-A) AP Secretariat Cultural Association Members for enacting dramas in mofussil areas
 - 6 days SCL in a calendar Year
- ➤ 10-B) i) Principal Office bearers of Recognized service Associations(Represented on A.P. Civil Services Joint Staff Council) and 2 Office Bearers from each of the units in Districts and City
 - 21 days SCL in a calendar year

(G.O.Ms. No.205, Fin, Dt.08-06-1980)

ii)It will not be sanctioned in addition to any SCL allowed under Sports, Cultural Activities etc.

iii)The competent authority will have the discretion to withhold the Grant of SCL in exigencies of Govt. work

(G.O. Ms. No.390 Fin, Dt.26-11-64)

10-C) Employees of vacation Dept.(Education, Judiciary etc.)

-7 days of SCL in a calendar year

Total SCL sanctioned shall not exceed 30 days if they participate in the Sports event.

Competent authority shall have the discretion

(G.O.Ms. No.47 Fin, dt.12-02-65)

10-E) To participate in Rallies, Camps etc.

to withhold

Organized by A.P. Bharat Scouts and Guides at State/National Level

- 10 days of SCL in a calendar year (G.O.MsNo.112 Fin,dt.22-07-69)

10-F). Members of Institution of Engineers:

- (a) For attending annual Meeting at Hyd. -7 days of SCL in a calendar year (b) For attending annual convention to any part of the country - 10 days of SCL in a calendar year (G.O.Ms No.44 F&P FR-I,dt.05-02-06) 10-G) Govt. Servant participating in the cultural events in the National and International importance when he is selected by service /cultural associations recognized by Govt.
 - 30 days of SCL in a calendar year. (G.O.Ms.No.360, F&P, Dt.24.12.1980)

Special Provisions:

> For Donation of Blood:

- 1 day of SCL on the day of donation
 on production of M.C.
 (G.O.Ms.No.137, M&H (EL) Dept., Dt.23.02.1984)

Women Govt. employees for being celebrated International Women's day on March 8th

-1 day SCL on that Day (G.O. Ms. No.433 GAD(SW-II)Dept.dt.04-08-10)

- On account of presence of following infectious diseases in an employee's house
 - small pox, plague, cholera, typhoid,
 acute influenza pneumonia, diphtheria,
 cerebra-spinal meningitis, measles
 - not exceeding 21 days of SCL on production of certificate from Medical Officer
 - extended up to 30 days

 (Exe. Inst. 7 (a)(i) (ii) and Note (1) to (5))

 Rescinded Vide G.O.Ms.No.10 F&P(FR I),

 Dt.24.01.1992.

Compensatory Holidays:

- Concept: A Concession to a Govt. Servant in special circumstances to compensate the PH / OH which he has not availed due to called on to duty.
- Contexts: 1.attending to duty on a public holiday (G.O.Ms.No.917, Madras Public Dept., Dt.16.09.1902)

 2.attending to duty on an optional holiday already sanctioned

(G.O.Ms.No.528, G.A.D, Dt.26.04.1961)

3. attending to duty as turn duty (G.O.Ms.No.2036, Madras Public (Pol-B) Dept., Dt.11.08.1952)

- Authority: Annexure XII of A.P. Fundamental & Subsidiary Rules
- > Admissibility: To all temp. / permanent employees.
- Crediting / Accounting:

Max. of 7 days or lower no. may be fixed in discretion by Head of Office.

(Memo. No.36/58-1, G.A.(Pol-B) Dept., Dt.06.01.1958)

> Effect: Treated as duty for all purposes

> Availing procedure:

- 1. by taking prior permission
- 2. Can be availed in combination with CL / Holiday / Regular Leave.
- 3. Not more than 10 such holidays in a calendar year.
- 4. Should be availed within a period of 6 months from the duty attended on a holiday (G.O.Ms.No.942, Public, Dt.17.10.1903)
- 5. Can be availed by prefixing / suffixing.

(Memo No.2690/Pol-B/64-2, G.A.(P.O.B.)Dept., Dt.03.10.1964)

> Limitations:

- 1. Only 10 compensatory leaves should be availed in a calendar year.
- 2. If possible, if the holiday is related to religious purpose the servant belonging to that religion should not be called upon to duty.
- (G.O.Ms.No.917, Madras Public Dept., Dt.16.09.1902)
 - 3.Govt. servant touring on public holidays in connection with the performance of his duties is not eligible for this concession (Memo No.13112, Accts / 67-2, Dt.01.03.1958).

Optional Holidays:

- Concept: A concession to Govt. Servant to be absent from duty in order to celebrate the festivals
- > Authority: Govt. Order for every calendar year
- > Admissibility: All temp. / permanent employees.
- Crediting / Accounting:

5 days per calendar year.

(G.O.Ms.No.52, GAD (Poll.B), Dt.04.02.1981)

- > Availing procedure:
 - 1. By taking prior permission
 - 2. It is purely optional of an employee irrespective of the religion he belongs to.
 - 3. Can be availed with PH, CL, SCL

Provisions of Leave in A.P.Fundamental Rules & Subsidiary Rules

- Leave is dealt under F.R. 58 to 104, Chapter X, Part IV and Annexures of A.P. Fundamental Rules & Subsidiary Rules.
- > Annexure III A.P. Leave Rules, 1933 (w.e.f.04.09.33)
- > Annexure V Leave Calculator (Not Printed)
- > Annexure V A Ready Reckoner for calculating Leave
- > Annexure VI Model Leave Terms (Not Printed)
- Annexure VII Executive Instructions regarding ordinary CL and SCL
- Annexure IX Case Law and Executive Instructions on Leave
- Annexure X Simplification & Liberalization of Leave Rules
- > Annexure XI Surrender of EL Scheme.
- > Annexure XII Compensatory Holidays.

- Leave chapter is further divided into 6 sections.
- > Section I: (FR 58 65) Extent of Application
- > Section II: (FR 66 74) General Conditions
- > Section III: (FR 75) Special and Ordinary
 - Leave Rules
- > Section IV: (FR 76 86) Grant of Leave
- > Section V: (FR 87 93) Leave Salary
- > Section VI: (FR 93 104) Exceptions and Special Concessions

- > FR 58,59: Not printed
- >FR 60: Leave is earned by duty only.
 - A period spent in foreign service counts as duty if leave salary contribution is paid
- >FR 61,62,63,64: Omitted
- > FR 65: Carry Forward of Leave
 - a)If a Govt. Servant quits the service on compensation or invalid pension or gratuity, later on reemployed,
 - leave may be carry forwarded if the gratuity is refunded and pension is kept in abeyance.

- b) Dismissed or removed Later on reinstated on appeal or revision,
 - leave may be carry forwarded.

> Rulings:

- 1 & 2 Omitted
- 3.- Posts abolished leave upto that date
 - Retrenched owing to reduction of staff as a measure of economy, later on absorbed on an identical post or lower one,
 - leave shall not be carry forwarded.
 - Joined the new post within joining time
 - leave may be carry forwarded

- who have received orders of appointment soon after discharge from the old post and have joined new post without delay
 - HOD is competent to convert the period of break as joining time without pay if it doesn't exceed 30 days and Govt. Servant has 3 years of continuous service.
 - if it exceeds 30 days, Finance Dept. concurrence is required.

(G.O.Ms.No.219, Fin., Dt.14.04.72)

- who are thrown out of permanent posts but continue to hold temporary posts or to officiate in other posts without break
 - leave shall be carry forwarded.
- resigned from service
 - leave shall not be carry forwarded.

- FR 66: Leave sanctioning authorities (in respect of other than 5.D.L.)
- > FR 67: Leave cannot be claimed as a right.
- >FR 68: Prefixing or Suffixing

Leave ordinarily begins on the day on which transfer or charge is effected and ends on the day preceding the day on which charge is resumed

- > FR 69: No employment on leave
- >FR 70: Recall
 - Compulsory leave only upto the date of starting the journey
 - Optional no concession
- > FR 71 : Physical Fitness Certificate is required to report to duty after leave
- FR 72: A Government servant on leave may not return to duty before the expiry of period of the leave granted to him, unless he is permitted to do so by the authority which granted him leave.

- FR 73: Overstayal after leave (AP LR 6 A)
- >FR 74: State Govt. may make rules regarding maintenance of records of service in order to secure efficiency and uniformity of Audit
- > FR 75: Not printed
- > FR 76: Leave account shall be maintained for each Govt. servant.
- FR 77: Not printed under Ruling Leave account for fraction of day should be rounded off to the nearest.
- > FR 78: Leave Account Procedure of debiting
- > FR 79: Not printed

- > FR 80: The amount of leave due to Govt. servant is the balance of leave at his credit.
- > FR 81: Leave sanctioning Limit & procedure
- > FR 82: Vacation Department
- > FR 83 : Special Disability Leave
- > FR 84 : Study Leave
- > FR 85: Extra ordinary Leave
- > FR 86: Leave at credit compulsory retirement
- > FR 87 : Leave Salary
- > FR 88 to 91: Not printed
- > FR 92: Omitted

- > FR 93 : Compensatory Allowances during Leave
- > FR 93A to 99: Not printed
- > FR 100: Omitted
- > FR 101: Maternity Leave, Hospital Leave.
- >FR 102: Not printed
- > FR 103: Govt. regulation of leave
- > FR 104: Apprentice persons Leave.

- FR 55: Leave may not be granted to a Govt.

 Servant under suspension.
- > FR 18 : Max period of leave to be granted: 5 years
- > FR 18 A: A Govt. Servant shall be deemed to have resigned from the service if he
 - i) is absent without authorization for a period exceeding 1 year (or)
 - ii) remains absent from duty for a continuous period exceeding 5 years with or without leave (or)
 - iii) continues on foreign service beyond the period approved by the State Govt.

(G.O.Ms.No.128, Fin(FR I) Dept. Dt.01.06.07)39

KINDS OF LEAVE

- > 1. Casual Leave.
- > 2. Special Casual Leave
- > 3. Compensatory Leave
- > 4. Earned Leave.
- > 5. Half Pay Leave.
- > 6. Commuted Leave
- > 7. Leave not due.
- > 8. Extra Ordinary Leave.
- > 9. Special Disability Leave.
- > 10. Study Leave.
- > 11. Maternity Leave.
- > 12. Miscarriage/Abortion Leave
- > 13. Hospital Leave.
- > 14. Leave for Hysterectomy Operation
- > 15. Leave for Employment in Abroad
- > 16. Paternity Leave

Earned Leave

- Authority: AP Leave Rules 1933, Rules 8-12,17- 18,20-22
- Eligibility: All temporary and permanent
- Procedure of Earning / Crediting:
 - a) Regular:
- 1. Earned for duty & leave period.
- 2. 15 days adv. Credit on Jan &

July

- 3. Max. Earning 30 days per year.
- 4. Credit for one complete month

 $=2\frac{1}{2}$ days

5. Credit for fraction of month = 0

- 6.If an employee availed EOL, 1/10th of EOL period will be reduced in the credit of succeeding half year subject to max. of 15 days.(G.O.Ms.No.384,Fin.,Dt.05.11.1977).
- 7.Max accumulation = 300 days. w.e.f.16-09-2005 vide G.O.Ms.No:232, Fin. (FR.I) Dept, dated :16.09.2005.
- 8. Previous Limits for Max accumulation for Permanent Superior Employees From 01.06.1964 to 30.06.1983 180 days From 01.07.1983 to 15.09.2005 240 days

9.Previous Limits for Max accumulation for Permanent Last Grade Employees

From 17.08.1967 to 30.06.1983 - 180 days From 01.07.1983 to 15.09.2005 - 240 days

- b) Temporary : 1. 8 days adv. Credit on Jan & July.
 - 2. If appointed in the middle, first 2 completed months = 1 day

 3rd month = 2 days
 - 3. Max accumulation = 30 days.
 - 4. The leave account should be recast after regularization.

- Vacation Department:
- Permanent: Advance E.L.s of

3 days on Jan 1st & 3 days on July 1st.

Total E.L.s = 6 days per year

(G.O.Ms.No.317, Edn., Dt.15.09.94)

Previous Limits: Upto 31.10.89 3 days/year

Upto 14.09.94 5 days/year

E.L.s enhanced to 5 days w.e.f. Dt.01.11.89

Formula = 365/11 - 28 = 5 days

(G.O.Ms.No.354, Edn., Dt.20.11.1989)

Temporary: Advance E.L.s of

2 days on Jan 1st & 2 days on July 1st.

Total E.L.s = 4 days per year

- Leave Preservation for Vacation Department:
- Any period of recess which exceeds 15 days in duration shall be treated as a vacation (SR2 FR 82)
- If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it.(SR6 FR 82)
- If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation.

(SR 15 FR 82)

 When a Govt. servant is transferred from a vacation to non vacation department,

his period of service in the former will be considered to have terminated with effect from the close of the last vacation enjoyed by him.

 When a Govt. servant is transferred from a non vacation to a vacation department,

his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer.

(SR 7 & 18, FR 82)

Leave Preserved

= $[365/11 - (27 \times Vacation availed/total vacation)] - 6$

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(G.O.Ms.No.35, Education, Dt. 16.01.81,
G.O.Ms.No.161, Education, Dt.14.11.2000,
G.O.Ms.No.114, Education, Dt.28.04.2005)
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Availment: on Medical grounds/ private affairs

Dt 29 05 1981)

- 1.Not exceeding 180 days for permanent superior employees at a time subject to the balance in the account G.O.Ms.No.153 fin.(FR1)dept.dt.4-5-2010.
- 2. Not exceeding 120 days for permanent last grade employees.
 - G.O.Ms.No.329, Fin., Dt.17.12.1982 and G.O.Ms.No.9, Fin., Dt.10.01.1983
- 3. Can be availed on combine with other leaves.
- 4. Public Holidays, Optional Holidays, and compensatory leave can be prefixed or suffixed. (Memo No. 86595/1210/FR.I/7,

5. The existing limit of 180 days at a time on availment of commuted leave in conjunction with EL was removed.

G.O.Ms.No.384, Fin., Dt.05.11.1977.

Leave Salary: Full basic pay prior to leave +
 all allowances
 HRA & CCA will be paid in full upto
 6 months.

(G.O.Ms.No.28, Fin. (FR.I), dt.09.03.11)

Surrender of Earned Leave (Introduced from 13-08-1969) vide G.O.Ms.No.238 dt:13-8-69

- Eligibility: Temporary / Permanent
- Availment: i) Permanent
 - (i) 15 days for 12 months gap
 - (ii)30 days for 24 months gap based on the balance available.
 - (iii) If balance is above 285 days on 30th June, gap need not be observed. Leave will be credited after deducting surrendered days.

(Memo No. 50798/1063/FR-1/79-1, F&P,Dt.22.11.1979, Memo No.10472/C/199/FR-1/2009, Fin(FR.I), Dt.29.04.2009, Memo No.14781/C/278/FR.I/2011. Fin (FR.I), Dt.22.06.2011)

(iv)Only once in a financial year

(v) Surrender Leave will be sanctioned from the date of application (Memo No.47064/1164/FR.I/91, F&P, Dt.20.01.92)

ii) Temporary

15 days after 24 months gap (G.O.Ms.No.221,F&P(FR.I),Dt.23.08.74, G.O.Ms.No.316, F&P(FR.I), Dt.25.11.74(Sup.) Memo No.47774/1177/FR.I/74-1, Dt.07.11.74(Class IV), G.O.Ms.No.393, Fin., Dt.31.12.75(all))

 Effect: Surrendered days will be deducted in leave account Validity: Sanction order is valid for 90 days from the date of issue.

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(Memo No.14423/715/FR.I/91, F&P, Dt.20.01.92 and Memo No.27/423/A2/FR.I/97-1, F&P, Dt.18.08.97)
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Leave Salary:

(i) Claimed by considering 30 days/per month irrespective of claimed month.

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(G.O.Ms.No.306,F&P(FWFR.I) Dept., Dt.08.11.1974)
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(ii) It includes Pay + OCA + HRA + AHRA + CCA. (Memo No. 64861/797/FR.I/71-1, Dt.14.07.72, G.O.Ms.No.25, F&P, Dt.05.02.96)

- (iii) Conveyance allowance can not be paid
- (iv) HRA can be claimed to those who are residing in Govt. quarters.

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(G.O.Ms.No.337,F&P(FWPC.II) Dept., Dt.29.09.94)
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(v) No Interim Relief will be paid

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(Memo No.31948/398/PCI/98-1,Fin, Dt.12.08.98)
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(vi) Debitable to HOA 010-018.

Sanctioning Authority: As delegated.

- Others:1. It is extended to Municipal Employees, Public Health Workers, Non Public Health Workers, Zilla parishad, Zilla Granthalay, employees, Village Secretaries
- 2.Surrender Leave amount may be initially paid by the Foreign Employer for those who are working in Foreign Service, and the total amount have to be reimbursed by the parent department later on.

(G.O.Ms.No.329, F&P(FR.I) Dept., Dt.06.12.74, Memo No.49395/1219/FR.I/75-1, F&P, Dt.06.01.76)

Encashment of E.L.s:

• The employees are permitted to encash E.L. at the time of superannuation / death / Voluntary retirement/Retirement on medical grounds/compulsory retired as a measure of punishment under APCS(CCA) Rules and has been enhanced to, from 240 to 300 days w.e.f. 16.09.05.(G.O.Ms.No.27,F&P(FWFR.I), Dt.19.01.76)

G.O.Ms.No:232, Fin. (FR.I) Dept, Dt.16.09.2005, G.O.Ms.No.234, Fin (FR.I) Dept., Dt.11.08.06 w.e.f.16.09.05 (die while in service)).

- EEL may be withhold for those who are facing disciplinary proceedings until final settlement which involves recovery of money (G.O.Ms.No.11,F&P(FWFR.I)Dept.,Dt.15.01.97).
- EEL encashment is to be sanctioned by the parent department for those who retired in foreign service

Half Pay Leave: • Authority: A.P. Leave Rules, 1933

- Authority: A.P. Leave Rules, 1933
 Rules 13-15, 18, 23,23(a)(i)
- Eligibility: Permanent / (Temporary employees)*
- Crediting: 20 days for completed year
 No max limit for accumulation
- Availment: No max limit

 Can be availed on private affairs & medical purposes, can be combined with other leave

 Temporary employees avail this

after completion of two (sup.) or one (inf.) years of service

Temporary Govt. servants
(Emergency) appointed under rule
10(a)(i) are not eligible to avail.

(Memo No.20584/302/FR.I/74-1, F&P(FR.I), Dt.12.09.1974)

- Leave Salary: Half Basic Pay + Proportionate
 D.A. HRA& CCA in full upto 6
 months No compensatory
 allowances after that.
- Sactioning Authority: as delegated

Leave Encashment: Encashment of EL & HPL shall be limited to 300 days. Superannuation pensioner, death cases, invalid pensioners are eligible. Amount will be paid as performula (G.O.Ms.No.154,

Fin(FR I)Dept., Dt. 04.05.2010)

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- Formula = (Half pay + Prop DA)/30 * No. of days
- · No compensatory allowances are admissible
- If a Govt. servant suffering from TB/Cancer/Mental illness/Leprosy/Heart disease/Renal failure(kidney), HIV AIDS, he may avail HPL upto 6 months with full pay
- Compensatory allowances will be paid in full upto 8 months.

Commuted Leave:

- Authority: AP LR Rules 15-B, 18-B
- Admissibility: Permanent/ (Temporary Employees)*
- Availment: On medical grounds (MC) only
 Temporary employees after two/one year of service.
- Limitation: 240 days in entire service.
- Effect: Twice the amount of HPL will be deducted.
- Leave Salary: Double the half pay + all allowances in full
- Conversion of Commuted leave to HPL:

When a Govt. servant intends to resign/retire

After availing commuted leave, it should be converted into HPL and HPL salary should be recovered. An undertaking should be taken from employee whenever it is sanctioned (G.O.Ms.No.300, Fin., Dt.18.11.65)

Leave Not Due

- Authority: AP LR Rule 15-C and 18-C
- Eligibility: All permanent employees
- Availment: When HPL is not at credit, it may be sanctioned on Medical Certificate only.
- Effect: Deducted from future credit of HPL account
- · Leave Salary: Same as in HPL
- Limitation: 180 days during entire service.
- Recovery: If any employee resigns / retires
 voluntarily after availing this leave and before wiping
 off the minus balance, the leave salary paid for minus
 balance should be recovered. In case of medical
 invalidation / death, recovery will not be insisted

Extraordinary Leave

- Concept: Leave granted when no other leave is admissible, but it can also be granted even when other leave being admissible.
- Authority: FR 85, Rule 16,19,23(a)(ii) of APLR
- Admissibility: Temp./ Permanent
- Period: Not more than 5 years
- Availment: On personal affairs/on medical grounds
- Leave Salary: No salary
- Effect: EOL on MC counts for increment, pension
 EOL on pvt. Affairs not count for
 increment, counted upto 3 years for
 pension, EL account will be deducted by 1/10th
- Sanctioning Authority: Upto 6 months HOD
 above that Govt.

For Temporary Employees:

- EOL can be sanctioned for
- a) 3 months ordinarily in one occasion
- b) 6 months on MC by Govt. (3 yrs of service)
- c) 18 months for treatment of TB/Leprosy (1yr of service)
- d)12 months for treatment of Cancer, mental illness
- e) 24 months for prosecuting studies certified to be in public interest and to employees of SC & ST to join pre examination training course at center notified by Govt.

Special Disability Leave

- Concept: Leave granted to a Govt. Servant who is disabled/injured or met with road accidents while on duty
- Authority: FR 83, 83A
- Eligibility: Temp. / Permanent employees
- Period: Upto 24 months
- Availment: 1.On producing MC

For Gazetted- Medical Board

NGOs - Civil Surgeon

If it is below 2 months

all - Govt. Medical Officer

(G.O.Ms.No.40, Fin., Dt.03.06.61)

2. Availed in combination with other leave

- 3. Disability manifested itself within 3 months of occurrence Relaxation: President of India
- 4. If the disability is aggravated, it may be granted more than once.
- Effect: Counts for increment, pension
 No debit of any leave.

• Sanctioning Authority:

Govt. Only
For Police Personnel
Upto 12 months - DGP
(G.O.Ms.No.232, Home, Dt.22.08.98)

- Limitations:
 - 1. The period shall not exceed 24 months
 - 2. Not admissible for road accidents while going to office from residence and vice versa.

Study Leave:

- Concept: Leave granted for the study of
 Scientific, technical or similar problems
 or to undergo special courses of
 instruction.
- Authority: FR 84
- Admissibility: For permanent Gazetted employees
 of min 5 years of service and 3 yrs
 of left over service
 Very exceptional for NGOs.

- Availment: 1.May be granted for 12 months at a time and 2 years in entire service.

 2. May be combined with other leave.
- Effect: counts for increment, pension
- Leave salary: Salary on half pay
- Sanctioning Authority: Govt. Only
- Limitations: If it is combined with leave with allowances, the period of leave should not exceed 28 months.

Maternity Leave

- Concept: Leave granted to female married Govt.
 servant having less than 2 surviving
 children (G.O.Ms.No.348, F&P(FWFR.I),
 Dt.05.11.77, G.O.Ms.No.219,F&P(FWFR.I),
 Dt.25.06.84,G.O.Ms.No.38, F&P, Dt.18.03.92)
- Authority: F.R. 101
- Admissibility: Temp. / Permanent
- Period: 180 days G.O.Ms.No.152, Fin(FR.I), Dt.04.05.10
- Availment: (prior to the date of delivery)* or after delivery, Can be combined with other leave with MC
- Leave Salary: Full Pay + All allowances

- Sanctioning Authority: H.O.O./ as delegated
- Note: 1. Extended to aided institutions
 (G.O.Ms.No.69,Sch.Edn(PS.I),Dt.06.06.03)
 - 2. For contract employees 45 days with salary (G.O.Ms.No.197, WDCW&Dis. Wel., Dt.14.05.03)
 - 3.For Contract employees in Govt.Degree colleges 60 days(G.O.Ms.No.88,H.Edn(CE.I.1),Dt.09.08.11) without remuneration
 - 4. For Contract employees in Govt. Jr.colleges 60 days(G.O.Rt.No.94,H.E.(I.E.-I),Dt.10.12.10) without remuneration.
 - 5.For contract Pachayat Secretaries-120days (G.O.Ms.No.254, PR&RD(Mdl.II), Dt.31.05.07) without remuneration.

Miscarriage/Abortion Leave

- Concept: Leave granted to female Govt. servant to take hospitalization for miscarriage / abortion.
- Period: Max. Of 6 weeks.
- Authority: FR 101(a) and
 G.O.Ms.No.129, Fin, Dt.13.08.85
- Admissibility: Temp./Permanent employees
- Availment: on production of MC from RMP
- Effect: Counts for increment, pension
- Leave salary: salary on full pay
- Sanctioning Authority: H.O.O./ as delegated.

Leave for Hysterectomy Operation

- Concept: To undergo hysterectomy operation for female Govt. servant and hospitalization
- Period: 45 days
- Authority: G.O.Ms.No.52, Fin(FR.I), Dt.01.04.2011
- · Admissibility: Temp./Permanent employees
- Availment: on production of MC from Civil Surgeon
- Effect: counts for increment, pension
- Leave Salary: Salary on full pay
- Sanctioning Authority: H.O.O./ as delegated.

Hospital Leave:

- Concept: Leave granted to the employees specified in SR 2 under FR101(b) i.e. risk born duties
- Period: Not exceeding 6 months in every 3 years of service
- Authority: FR 101 (b)
- Admissibility: Only Permanent employees
- Availment: on combination with any other leave
- Effect: counts for increment, pension
- Leave salary: first 3 months on full pay and next 3 months on half pay
- Sanctioning Authority: as delegated.

Abroad Leave:

- Concept: Leave granted to Govt. servant who desires to work at abroad
- Period: Not exceeding 5 years
- Authority:1.G.O.Ms.No.214,F&P(FW.FRI), Dt.03.09.96
 - 2.U.O.Note No.13127-A/113/FR I/98, Fin Dept., Dt.10.05.98.
- Admissibility: Permanent employees
- Availment: Upto 5 years in entire service in single stretch or in different spells (G.O.Ms.No.756,Fin(FR.I),Dt.07.08.02)

- Effect: Treated as EOL
 Not counted for increment/pension
 Counted for pension if the foreign
 employer pays pension contribution
- Leave salary: No salary
- Sanctioning authority: Govt. Only.

Paternity Leave: Concept: Leave granted to male married Govt.

- Concept: Leave granted to male married Govt.
 servant having less than 2 surviving
 children to take care of his wife.
- Period: 15 days
- Authority: G.O.Ms.No.231, Fin(FR.I), Dt.16.09.05.
- Admissibility: Temp./permanent employees
- Availment: 1.Prior to date of delivery
 2.below 6 months after date of delivery on production of MC

(Memo No.20129-C/454/FR I/2010,Fin,Dt21.07.10)

- Effect: counts for increment/pension
- Leave salary: on full pay
- Sanctioning Authority: as delegated.

As per G.O.Ms.No:155: Fin (FR - i) Dept., Dt:4-5-2010

Ex-Gratia Allowance to Government Employees on EOL for treatment for Leprosy/TB/Cancer Mental Illness / Heart Deceases/Kidney failure

- (a) NGOs (Non Gazetted Officers)
 Pay not exceeding Rs 4550/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 1520/- and Max. of Rs 2190/- per month .whose drawing pay in R.P.S.1999.
- (b) (Non-Gazetted Officers)
 Pay not exceeding Rs 6675/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 2960 and Max of Rs 4050/- per month. Whose drawing pay in R.P.S.2005.

c) Non Gazetted Officers

Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 5770/- and Max of

Rs 7490/- per month. Whose drawing pay in R.P.S.2010

Class IV Employees

- (a) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 1270/- and Max of Rs 1920/- per month. (whose drawing pay in revised pay scales 1999).
- (b) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 2335/- and Max of Rs 3515/- per month. (whose drawing pay in revised pay scales 2005)
- (c) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)

ALL THE BEST