

A.P. LEAVE RULES

A.P. Leave Rules 1933

- Came in to force w.e.f. 4.9.1933
- Contained in Annexure III to the Fundamental Rules
- General Service Conditions - FR 1 - 18
- General Provisions - FR 66 onwards

FR - 66 The authorities competent to grant leave other than Special Disability Leave

FR - 67 Leave can not be claimed as a matter of Right

Leave can not be taken without prior approval unless some unavoidable conditions

The Govt. authority cannot compel a Govt. servant to take leave on half pay when leave on full pay is permissible to him.

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FR - 68 Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed

FR- 69 A Govt. servant on leave cannot take up any service or setting up of private practice etc. except with the permission of competent authority

FR- 70 In exigencies of the public service, the discretion to refuse or revoke leave of any description is reserved with the sanctioning authority

FR-71 The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on mc, the mc should be enclosed.

FR-72 Unless permitted by the authority, govt. servant may not return to duty before expiry of granted leave

FR-73 A Govt. servant, who is absent after the leave, is entitled for no leave salary for the period of such absence. However such absence be treated as leave on half pay.

- A Govt. servant shall not go on leave continuously more than 5 years (FR 18)
- Unauthorized absence from duty for a period exceeding one year, the penalty of removal from service shall be imposed. (G.O.Ms.No. 260, Genl. Admn. (Ser.C) Dept., dated 4.9.2003)
- Any kind of leave admissible may be granted in continuation with any other kind of leave so admissible (other than Casual Leave)

- CCL can be combined with casual leave or regular leave, but not both.
- Special Casual Leave can be combined with casual leave or regular leave, but not both.
- Leave at credit shall lapse on the date of retirement, death or resignation.

VACATION DEPARTMENTS (FR 82)

- Vacation Department means a department where vacation exceeds 15 days, like Colleges and Judiciary etc.
- Vacation is treated as duty for all purposes.
- Vacation may be availed in combination or in continuation of any other kind of leave.

- If earned leave is taken in combination of vacation, the total period of leave and vacation should not exceed 180 days.
- EL credit for permanent employee in vacation dept. is 3 days in a calendar half year
- EL credit for temporary employees in vacation dept. is 2 days in a calendar half year

- 5 days extra CL for Women Teachers
- 7 days Special C.L. for Vacation Department employees
- If vacation is not availed, by the order of competent authority, additional EL will be credited to the leave account of the employee

EARNED LEAVE

(Rule 8,10,17 and 20 of APLR)

- Earned Leave credit is an advance credit
- All employees (Temporary/ Permanent) are eligible for Earned Leave
- EL credit will be given for leave periods also, except EOL
- Leave will be credited in two spells, i.e. on 1st January and on 1st July

- The EL credit for temporary employees is 8 days for calendar half year
- The EL credit for permanent employees is 15 days for calendar half year (G.O.Ms.No.384, Fin., Dt.05.11.1977).

- For regular employees EL credit will be given @ $2 \frac{1}{2}$ days per month.
- If an employee joined in the middle of a month that month will not be considered.
- If an employee joined in the middle of a half year the month joined and previous period in that half year will not be considered.

- In case of retirement during a middle of half year, advance credit will be given for the number of months he is likely to be in service in that half year but not the entire half year.
- If an employee is on EOL during the preceding half year the advance credit for the present half year will be reduced by $1/10^{\text{th}}$ of the period of EOL taken, subject to a maximum of 15 or 8 days, as the case may be.

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- Maximum limit of accumulation of EL for regular employee is 300 days (w.e.f. 15.10.2005)
- Maximum limit of accumulation of EL for non-regular employee is 30 days
- Maximum availment of EL for regular employee is 180 days at a time and for non-regular employees 30 days
- Earned Leave at credit not exceeding 300 days can be encashed, in case of retirement or death.

For non-regular employees:

Advance Credit is 8 days for 6 months is as follows:

1 st	month	- 1 day
2 nd	month	- 1 day
3 rd	month	- 2 days
4 th	month	- 1 day
5 th	month	- 1 day
6 th	month	- 2 days
Total		- 8 days

If the employee joined in the middle of a month that month will not be considered. EL will be calculated for the remaining months in that half year.

Recasting of EL Account

- When a Govt. servant appointed temporarily and service got regularized at a later date with retrospective effect, his EL Account should be re-casted with effect from the date of regularization of his service.
- The leave availed between the date from which his services regularized and date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.

➤ 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:**

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.

Exceptions

- (1) - Joined the new post within joining time
- (2) who have received orders of appointment soon after discharge from the old post and have joined new post without delay

leave may be carry forwarded

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. 21

(4) 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.

(5) - resigned from service
- leave shall not be carry forwarded.

Surrender of Earned Leave

- All regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit
- Non-regular employees are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during alternate financial year.

- Calendar for surrender of EL is dispensed with w.e.f. 1.4.2009 and employees are permitted to surrender EL any time in the year, after completion of 12 months from last surrender of EL.
- Employees who have a balance of more than 285 days EL as on 30th June / 31st Dec., they can surrender EL without waiting for completion of 12 months.
- No deductions will be made in surrender leave salary

Half Pay Leave

(Rule 13, 18 and 23 of APLR)

- Only for regular Govt. Employees
- 20 days of HPL for each completed year of service from the date of regularization
- Half pay leave will be credited for the periods in EOL and any other leave period also. Except Dies - non and suspension period HPL credit will be given for all the period in service.
- There is no limit for accumulation of Half Pay Leave
- HPL to the extent admissible can be granted at a time
- HPL can be taken both for medical and private grounds.
- At the time of retirement HPL can be encashed duly following the formula (G.O.Ms.No. 154, dated 4.5.2010), subject to the condition that the total number of days of EL + HPL put together should not exceed 300 days for encashment.

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Leave Salary for Half Pay Leave:

- Equal to half of the pay drawn before proceeding on leave
- Half of the basic pay + DA corresponding to half pay + other compensatory allowances based on full pay (up to the period six months). For the period exceeding no months compensatory allowances.
- Full pay for a period of 6 months in entire service, if the leave is on medical certificate for treatment of TB, Leprosy, Cancer, Mental illness, Heart diseases and Renal failure

Commuted Leave

(Rule 15-B, 18-B of APLR)

- Half pay leave credit is the basis for commuted leave
- This leave will be sanctioned on Medical Certificate only and sanctioned for the ill health problems of the employee only
- The debit in the half pay leave account will be double the period of commuted leave taken
- The maximum limit of commuted leave that an employee can take in entire service is 240 days only

Leave Salary

As like EL for the first six months. For the period exceeding six months the employee will get only Pay and DA. No Compensatory allowances are permissible

Leave Not Due

(Rule 15 C and 18 C of APLR)

- This leave will be considered when half pay leave is not at credit and the debit of this leave will be in the HPL account to be set off against future credit
- This leave will be sanctioned only on Medical Certificate
- The maximum limit of Leave not Due that an employee can take in entire service is 180 days only
- If any employee resigns or retires voluntarily after availing this leave and before adjustment of minus balance, the leave salary paid should be recovered.

Leave Salary

Equal to half pay leave

Extra Ordinary Leave

(Rule 5 A, 16, 18 and 23 of APLR)

- When no other leave is available
- When leave is available, but the Govt. servant request for grant of EOL, in writing
- The sanctioning authority can treat the period of Absence with out leave into EOL
- Only permanent employees in superior service are eligible and employees in last grade service are eligible in special circumstances
- Maximum period of EOL can be given (exclusively EOL or in combination with any other leave) at a time is 5 years.
- The EOL period will not be counted as qualifying service and no annual Increments during the period.

- EOL granted on medical certificate counts as qualifying service
- HOD can permit EOL on medical certificate for grant of Increment for the period not more than 6 months.
- In case of EOL on medical certificate exceeding 6 months Govt. is competent for grant of increment.
- Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.
- NGOs and Last Grade employees are to submit medical certificate from any registered medical practitioner.

EOL for Non Regular employees

- For a non regular Government servant EOL shall not exceed 3 months.
- Up to 6 months on production of medical certificate, if completed 3 years service.
- Up to 18 months for undergoing treatment for TB or Leprosy
- Up to 12 months for treatment of Cancer or Mental illness
- For SC / ST candidates for further studies up to 24 months EOL can be sanctioned.

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Leave Salary :

No leave salary.

However in respect of NGOs and employees in Last Grade Service, if the leave is for treatment of TB/ Leprosy/ Cancer/ Mental illness/ Heart diseases and Renal Failure, is entitled to an ex-gratia allowance equal to half the pay drawn before proceeding on leave, subject to a minimum minimum of Rs. 4295/- per month and maximum of Rs.6430/- per month (2010 Pay Scales)

Special Disability Leave (FR 83)

- The sanctioning authority for this leave is Government only
- Both Temporary and Permanent employees are eligible.
- To be granted to the person who is disabled by injury in consequence of performance of duty.
- This leave can be sanctioned for a period not exceeding 24 months for any one disability
- This leave is granted on Medical Certificate issued by the competent medical authority
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This leave will be sanctioned without debit to any leave account

Leave salary: Equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period.

The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the field.

Study leave (FR- 84):

- must be relevant to the job requirement
- should not exceed 2 years in entire service.
- Govt. servant less than 5 years service and due to retire within 3 years are not eligible.
- sanctioned without debit to any leave account
- EOL may be taken in conjunction of this leave without any limit
- If combined with any other leave total leave should not exceed 28 months.
- Leave salary - Equal to half pay leave
Half pay + DA corresponding to half pay + other compensatory allowances corresponding to full pay (first six months)

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Maternity leave (FR 101 a)

- This leave is admissible to married women employees for a period not exceeding 180 days (G.O.Ms No. 152, Finance (FR. I) Dept., dated 4.5.2010)
- Maternity leave is sanctioned to female government employee up to two children only
- This leave can be combined with other kinds of leave
- This leave is also not debitible to any leave account
- The non-permanent/ temporary employees are also admissible
- In Vacation departments, if maternity leave falls during vacation, the leave and vacation put together should not exceed 180 days.
- Not less than 6 weeks leave will be sanctioned in case of abortions

Leave salary: Equal to full pay drawn before proceeding on leave

Leave for Hysterectomy Operation

G.O.Ms.No.52, Fin(FR.I),Dt.01.04.2011

To undergo hysterectomy operation for female
Govt. servant and hospitalization

45 days

Temp./Permanent employees

on production of MC from Civil Surgeon

counts for increment, pension

Salary on full pay

Paternity Leave

(G.O.Ms.No. 231, Finance & Planning (FR-I) dated 16.9.2005)

- To be granted to married male permanent or temporary Govt. Employee up to two surviving children.
- 15 days on full pay
- Leave sanctioning authority is competent to sanction the leave before 6 months from the date of delivery on production of MC

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

Hospital Leave (FR 101-b)

- Temporary Govt. servants are not eligible
- Applicable to certain categories of subordinate service staff and last grade employees who are vested with difficult jobs, such as Constables and Head Constables of Police department and Excise department, Jail Matrons, Duffedars, last grade employees in mental hospitals and last grade employees in Fire services department etc. (FR 101.b)
- Up to Six months Hospital leave at a time once in 3 years of service

- This leave is sanctioned when the employee is hospitalized (or) detained in hospital and receiving medical aid as out patient.
- It is not admissible when the treatment is necessitated by irregular habits of the employee
- This leave is also not debitable to any leave account
- Leave salary - Half Pay

Leave for 5 years to take up employment at Abroad (G.O.Ms.No. 214, Fin. & Plg.(FR-I) Dept., dated 3.9.96)

- Govt. servant having 5 years regular service is eligible
- This period will be treated as EOL
- No Govt. dues should be pending recovery
- No prosecution should be pending or contemplated in the court of law against the govt. servant
- The period will not effect the service of the employee (it will not be treated as break in service) and the period will be counted for Pension subject to payment OF PC
- The period will not be counted for service benefits such as Increments etc.
- If the absence of the employee exceeds five years he/
* she can be terminated from Govt. service

Casual Leave :

- Casual leave is a concession to enable Government Servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.
- Maximum period of casual leave that can be availed in a calendar year is only 15 days. The un availed part of leave will lapse at the close of the calendar year.
- Casual leave may be combined with optional holidays or Sundays or other authorized Public Holidays provided the resulting period of absence does not exceed 10 days.
- In case of casual leave to purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government Servant.
- A Government servant may be granted casual leave for half a day either from 10.30 to 1.30 pm or from 2.00pm to 5.00pm.

Compensatory Casual Leave

- If an employee NGO and below cadres worked on Sunday or any other public holiday as per the specific instructions of authorities, he/she can take leave on any other working day as Compensatory Casual Leave

Permission to avail O H is refused in exigency of service

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

This leave should be availed within 6 months of the holiday on which the employee worked

- Gazetted Officers are not allowed to take compensatory leave
- This leave should not accumulate more than 7 days
- An employee should not take more than 10 days compensatory leave in a Calendar year
- CCL can be combined with C.L. or other authorized holidays provided the total period shall not exceed 10 days.

Special Casual Leave

Special Casual Leave for Family Planning Operations

- Male Govt. employees for Vasectomy Operation -(6 days)
- Male for Tubectomy of Wife - (7 days)
- Female Govt. employees for Tubectomy Operation (14 d.)
- Female - For Saplignotomy after Medical Termination of Pregnancy - (14 days)
- For Recanalisation Operations (both male & female) - 21 days

Additional Special Casual Leave beyond the limits can be sanctioned on account of post operation complications subject to production of Medical Certificate.

Special Casual Leave

Special Casual Leave for other purposes

- When summoned to serve as junior or assessor to give evidence and to stand as witness in civil and criminal cases - As per the attendance
- For donating blood - 1 day
- For participating in Sporting events - up to 30 days of National or International level
- Principal Office Bearers of recognised- up to 21 days Service Associations
- To participate in Rallies, Camps etc. - up to 10 days organised by AP Bharat Scouts and Guides
- For participating in cultural activities - up to 30 days selected by Govt. or cultural associations

- SCL may be prefixed or suffixed to Regular Leave or CL and not both.

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)

- 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)

THANK

YOU