



A.P. LEAVE RULES

(Rule 58 to 104 of F.R.)

A.P. Leave Rules – 1933


- These rules came into w.e.f. 04-10-1933
- Leave is earned by duty only – F.R. 60.
- Leave cannot be claimed as a right – F.R.67.

KINDS OF LEAVE

1. Causal leave - (FR 85 Ruling (4))
2. Earned leave - Rule 8
3. Half Pay Leave - 13(a)
4. Leave not due - Rule 15 C. FR 81 C
5. Extra Ordinary Leave - Rule 16.
6. Special Disability Leave - FR 83
7. Study Leave - FR 84
8. Maternity Leave - FR 101
9. Hospital Leave - FR 101(a)
10. Paternity Leave -

Causal 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.


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- 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 PM or from 2.00 PM to 5.00 PM is allowed.
 - A Register of C.L should be maintained.

Special Causal 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.

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

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- To participate in Rallies, Copms etc. Organized by A.P. Bharat Scouts and Guides – 10 days.
 - For participation in Cultural Activities – not exceeding 30days 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 1st Jan and on 1st July every year.
- The credit for all temporary employees is 8 days for calander 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 regularization of his service- Ruling under FR rule 20.
- The leave availed between the date from which his services are regularized 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.

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- There should be an interval of 24 months between one surrender and another for surrender of 30days.
 - 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.
- Entire employees are permitted to encash 240 days of E.L.
- The limit of 240 days have been enhanced to 300 days w.e.f.16-09-2005 (GO.Ms.No.232 Fin.,(F.R-I) Dept, dt. 16-09-2005.

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

- No of days of Half Pay leave at credit sub to the total of EL & HPL at credit not exceeding 300 days these orders shall come in to force with immediate effect i.e. from 04-05-2010. Encasement of leave on Half Pay Leave at the time of retirement of Government employee it was ordered in GO.Ms No. 154 Fin (FR-I) Dept, dt. 04-05-2010. That formula for calculation of encashment of leave on Half Pay at the time of retirement / death in the C/o state government employees shall be as follows to the condition that the total No. of days of EL + Leave on Half Pay put together should not exceed 3300 days for encasement :

Formula


$$\begin{array}{l}
 \text{Cash payment} \\
 \text{Inline of Half Pay} \\
 \text{Leave component}
 \end{array}
 =
 \begin{array}{l}
 \text{Half Pay L.S. admissible} \\
 \text{on the date of retirement} \\
 \text{plus DA admissible on that date/30}
 \end{array}$$

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 GO.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 Certificates only.
- Maximum availment is 180 days during entire service.
- Deducted from H.P.L account against future credit.
- If retired voluntary or resigned after availing leave not due before the adjustment of minus balance, leave salary paid should be recovered.

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- 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.

- 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 SCs and STs HOD can sanction E.O.L for 12 months for Cancer or Mental illness.
- HOD can sanctioned E.O.L to SCs and STs 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 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

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- 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 180 days for cash 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.
- Paternity leave by married male government employees can be availed with 15 days or within a period of 6 months from the date of delivery as per Govt. circular memo No. 20129.CL 454/ FRI/2010, dt 21-07-2010.



Special leave to women Govt. Employees who undergo hysterectomy operation for a period of 45 days as recommended by civil surgeon sanction orders issued in GO.Ms. No. 52 Fin. (FR I) dept, dt. 01-04-2011.



THANKYOU