

Chapter 5

LEAVE RULES

Recreation Leave

8. Recreation leave may be granted for fifteen days once in a financial year, the debit to the leave account may, however, be for ten days leave on full pay:
Provided that such leave shall not be admissible to the teaching staff.

Note: Casual leave (as Recreation Leave) shall however continue to be granted for 10 days only subject to other conditions.

Leave not due

- i. Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- ii. Such leave may be converted into leave on half pay.
- iii. Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.
- iv. Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary employees.

Special Leave

- i. A female employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.
- ii. Such leave shall not be debited to her leave account.
- iii. Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

Maternity Leave

- i. A female employee may, for the maximum period of ninety days, be granted maternity leave with full pay outside her leave account, at any time, immediately before or after the birth of a child and she shall not be required to provide fitness certificate for purposes of joining duties after such leave.
- ii. Such leave may not be granted for more than three times in the entire service of

- a female civil servant except in the case of female civil servant employed in a vacation department who may be granted maternity leave without this restriction.
- iii. For confinements beyond the third one, the female civil servant (in a non-Vacation Department) would have to take leave from her normal leave account.
 - iv. The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.
 - v. Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.
 - vi. Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the existing instructions of the Government.
 - vii. The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female civil servant.
 - viii. A male civil servant may, for a maximum period of seven days, be granted paternity leave on full pay outside his leave account on or immediately before the birth of his child:
Provided that such leave shall be admissible only for two times during the entire service.

Disability Leave

- i. Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the competent authority may consider necessary, to an employee, other than an employee in part-time service, etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.
- ii. The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

Leave ex-Pakistan

9. Leave ex-Pakistan may be granted on full pay to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while on duty abroad, and makes a specified request to that effect.

Leave Preparatory to Retirement

- i. The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days. Unless an employee opts to proceed on Leave Preparatory to Retirement or submits an

application for LPR, he/she may be deemed to have opted for encashment of LPR.

- ii. Such leave may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.