

FAQ's on leave (all types)

1.	How many Casual Leaves (CLs) credited in a calendar year?	08 days
2.	Is casual leave can be clubbed with any other kind of leave?	Yes, it can be clubbed with Special Casual Leave, Child Care Leave, Vacation Leave and Restricted Holiday.
3.	How many Earned Leaves (ELs) credited in a calendar year	In case of Non-Faculty : Credit will be afforded in advance at a uniform rate of 15 days on the first January and 1 st July of every year. In case of Faculty : Credit will be afforded in advance at a uniform rate of 05 days on the first January and 1 st July of every year.
4.	Can we accumulate CLs and ELs	EL can be accumulated upto 300 days in addition to the number of days for which encashment has been allowed alongwith LTC. But accumulation in case of CL is not allowed.
5.	How many vacation leave is there in a year?	60 days in an academic year only for Faculties at IISER Mohali
6.	Calculation of Conversion of un-availed Vacation leave to Earned leave.	In respect of any year in which a government servant avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days. Total no. of leaves credited shall not exceed thirty days in a calendar year. Illustration: Mr. A availed 15 vacation leave during the calendar year 2023. Calculate earned leave to be credited at the end of the year? Solution: Un-availed vacation leave: 60 days - 15 days = 45 days Earned leaves to be credited: $45/60 * 20 = 15$ days 15 days earned leaves will be credited to Mr. A account in lieu of un-availed vacation period.
7.	Admissibility of Half pay leave	The half pay leave of every Government servant (other than govt. servant serving in vacation department) shall be credited with half pay leave in two instalments of 10 days each on 1 st day of January and July of every calendar year.
8.	Admissibility of Commuted leave	Commuted leave shall not exceed half the amount of half pay leave. It may be granted on medical certificate to a Government Servant. i. Half pay leave upto 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority
9.	Admissibility of Extraordinary leave	Extraordinary leave may be granted to a government servant in special circumstances:- i. When no other leave is admissible

		ii. When other leave is admissible, but the Government servant applies in writing for the grant of extraordinary leave.
10.	Admissibility for Sabbatical leave	Sabbatical leave may be granted to faculty only after completion of 06 years of regular service upto one year at a time including vacation period. a) to conduct research or advanced studies in India or abroad b) to write text books, standard works and other literature c) to visit or work in Industrial concern and technical department of Govt. to gain practical experience. d) to visit or work in a university, industry or Govt. Research laboratory in India or abroad. e) Any other purpose for the academic development of the staff member, as approved by the BoG.
11.	Admissibility of extension of Sabbatical Leave	Board of Governors may grant in addition any other leave upto a maximum of 120 days which the member might have earned during the service at the Institute.
12.	What is the maximum period of leave of any kind which can be allowed to a government servant?	No Government servant shall be granted leave of any kind for a continuous period of 5 years {Rule 12(1)}. Normally, absence from duty, with or without leave, for a continuous period exceeding 5 years.
13.	What is the maximum amount of study leave which can be availed?	The maximum amount of study leave for other than CGHS officers is restricted to twenty four months during the entire service period and ordinarily it can be allowed for upto twelve months at a time. (Rule 51(1))
14.	Admissibility for Maternity Leave?	It is admissible to married/unmarried female employee with less than two surviving children for a period of 180 days
15.	Admissibility for Paternity Leave?	It is admissible to Male Govt. servant with less than two surviving children for a period of 15 days .
16.	Admissibility of Child Care Leave (CCL)	Women employees and single male employees having minor children may be granted CCL for a maximum period of 730 days during their entire service for eldest two surviving children Note: Child care leave may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days.
17.	Whether Govt, servant can be permitted to leave station /go abroad while on CCL?	Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Government servant has to go abroad for taking care of the child, she may do so subject to other conditions laid down for this purpose.
18.	Is one kind of leave convertible into another leave admissible	Yes, Based on request, the sanctioning authority may convert any kind of leave including extra ordinary leave, retrospectively within 01 month into a leave of different kind which may be admissible as on the day on which the member of staff proceeded on leave, but the member of the staff cannot claim such conversion as a matter of right.

19.	Combination of different kinds of leave	<p>a) Casual Leave(CI)/ Restricted Holidays(Rh) / Compensatory Off / Special Casual Leave is not any regular kind of leave.</p> <p>b) Casual leave which is not recognized as leave under the rules shall not be combined with any other kind of regular leave admissible under normal circumstances. However, in a special case, ½ day C.L. applied for the second half may be allowed to be prefixed to regular leave, if he/she doesn't have any further CL at his credit and he/she is unable to resume duty on the next working day due to sickness or other compelling grounds and has to avail of regular leave.</p> <p>c) Special Casual Leave and RH may also be combined with regular leave or casual leave but not with both.</p> <p>d) Holidays, Restricted holidays and compensatory off may be prefixed/ suffixed to any kind of leave including commuted leave.</p> <p>e) Holidays prefixed/suffixed to leave are to be treated as duty for the purpose of drawl of pay and allowances.</p> <p>f) Earned Leave can be combined with any regular leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL</p> <p>g) Casual leave can be prefixed, suffixed, intervening holidays but shall not be counted as CL.</p>
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S. No.	Combination of Leaves	Casual Leave
1.	Earned Leave with	✗
2.	Half Pay Leave with	✗
3.	Restricted Holiday with	✓
4.	Special Casual Leave with	✓
5.	Vacation Leave with	✓