

Synopsis of Leave Rules

Ref. (i) Circular No. 79-Edn(s) Dt. 28.01.94

(ii) Circular No. 1541-Edn (s) Dt. 15.12.77

Sl. No.	Kind of Leave	Period	During	On Full/Half/without Pay	Documents to submit	Remarks	Special Remarks
1.	Casual Leave	14 Days	A Calendar Year	Full Pay	Application	Not (i) more than 5 consecutive days (ii) more than 7 days Pre/Affixed to Sunday/Holiday	
2.	Medical Leave	15 Days	For each Completed year of service spent On Duty	Full Pay	Medical Certificate	Not more than 365 days in Service Life	No M. Cert. no needed for 3 days
3.	Leave on Half Avg. Pay (Commuted Leave)	15 Days (shall not exceed 60 days at a time)	Only when there is no ML remains in credit [Circular S/22 Dt. 30.08.2010 & 79 Edn (s) Dt.28.01.94]	Half Avg. Pay	Application / Medical Certificate		TWICE the amount of such leave shall be debited against half pay Lv. Due
4.	Maternity Leave	180 Days(may be combined with any kind of leave/ commuted leave; not exceeding 30 days	At any time from the date of commencement	Full Pay	Application and Medical Certificate	Shall not exceed 1 year in Service Life	Maximum 06 weeks for miscarriage including abortion
5.	Compensatory Leave	Half the period against at least 7 days attendance (not at a stretch)	Long Vacation(Summer or Puja) or Holidays	Full Pay	Application		
6.	Special Leave in Exceptional Circumstances	(i) Not exceeding 18 months	(ii) Study leave for- B.Ed. Exam period and a week prior to it (iii) MP or upwards for Non-Teaching Staff	(i)& (ii) Half /Full Pay [to be decided by MC]	(i)Application and Proposal granted by Board	(i)For long illness	(i)Granted only when ALL other leaves are Exhausted
7.	Extraordinary Leave	Not exceeding 2 years	Such as when one wants to go abroad for research or	Without Pay	Application	When NO other leave remains in credit	

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			studies or better service for a definite period				
8.	Quarantine Leave	21 days (in exceptional case 30 days)		Pay not intermitted	Medical Certificate from Distt. Med. or Health Officer	Such leave in excess treated as Ordinary Leave	
9.	CCL (w.e.f. 1 st August, 2015)	2 years (730 days)	Entire Service Life for up to 02 children up to 18 years of age	Full Pay	Application with –(i) child’s Birth Cert. (ii) Duly filled -in From	(i) in 03 spells (maximum) in a Calendar Year (ii) not less than 15 days in a spell (iii) Maximum 60 days in a spell (which may be extended up to 120 days in excptnl crcmstnacs	May be combined with any kind of leave[Cir. 5560-F (P) Dt. 17.07.’15 & 6444-F (P) Dt. 27.08.’15]
10.	Paternity – cum-Child Care Leave	30 days	Children ’s (up to 02) birth and up to the age of 18 years	Full Pay	Application	Circular No. 50SE/S/21.02/17 Date :15.01.’19 (Edn. Deptt.)	Cir. 1100-F(P) Dt.25.02.16 [with immediate effect]

N.B.

- ❖ Excepting **Casual Leave** and **Compensatory Leave**, any kind of leave may be granted in combination with or in continuation of any other kind of leave.
- ❖ **Prefixing and Suffixing Period** will not be counted for any kind of leave [Circular No .S/221 Date : 30th August, 2010].
- ❖ Leave for B.Ed. Exam. (for**Teachers**) and M.P. upwards (for **Non-Teaching**) [Special Leave –(6. (ii) & (iii))] : **Not more than once** for the same level of Exam.
- ❖ **Commuted Leave** (Explanation) : **30 days** to be commuted for 15 days ’Half Avg. Leave.
- ❖ **Child Adoption Leave** : **135 days** for a child less than 1 year of age (for a **Female** employee having less than 02 surviving children.) She may avail any kind of leave in her credit for a period upto 1 year or the child is 1 year old, whichever is earlier. [Cir. No.- 421-SE/(S)/2L-01/2011 Date : 29.02.2012 ; also see Cir. No. S/214 Dt.23.08.2010]

Different Types of Leaves for State Govt. Employees

There are following different types of leaves which are applicable for the Permanent/ Temporary Govt. employees of West Bengal. The latest revision of leave rules by G.O. are also considered alongwith [West Bengal Service Rule Part I, Rule 144 to 207](#).

Types of Leave	Admissibility	Period of Leave	Pay
Earned Leave	Private affairs and medical ground.	30 days per year, maximum credit 300 days.	Full Pay.
Half Pay Leave	Private affairs and medical ground.	20 days for every year. advance half pay leave is permitted.	Half Pay.
Commuted Leave	a) Medical ground, not exceeding half the amount of half pay leave due. b) Study purpose in the interest of public service up to a maximum of 90 days.	Twice the amount of half pay leave is debited.	Full Pay.
Leave not Due	Medical ground based on medical certificate.	360 days during entire period of service.	Half Pay.
Extraordinary Leave	When no other leave is admissible.	No limit.	Without Pay & Allowances
Special Disability Leave	Disability by injury or in consequence of due performance of official duties on production of medical board's certificate.	Maximum 24 months.	120 days Full Pay thereafter Half Pay.
Study Leave	Higher study in the interest of public service.	12 months at any one time and 24 months during service period.	Outside India, Full Pay + DA, within India Pay is admissible if Scholarship/ Stipend/ Part time salary is not drawn.
Quarantine Leave	Specified infectious disease certified by medical officer.	Normally 21 days, in exceptional cases 30 days.	Full Pay.

Types of Leave	Admissibility	Period of Leave	Pay
Maternity Leave	Only female Govt. employee. Also admissible for abortion, miscarriage.	Maximum 180 days, 6 weeks for miscarriage and abortion.	Full Pay.
Paternity Leave cum Child Care Leave	Only Male Govt. employee for taking care of upto two children upto 18 years of their age.	30 days.	Full Pay.
Child Care Leave	Only Female Govt. employee for taking care of upto two children upto 18 years of their age.	Maximum 730 days during entire period of service.	Full Pay.
Child Adoption Leave	Only female Govt. employee with less than two surviving children, adopts a child of less than 1 (one) year	Maximum 135 days.	Full Pay.
Hospital Leave	Medical ground.	3 months.	Full Pay and thereafter Half Pay.
Special Sick Leave	Navel staff on medical ground.	Maximum 3 months.	Full Pay.
Casual Leave & Half Day C.L.	Private affairs and medical ground.	14 days in each calendar year.	Full Pay.

Other pertinent points regarding leave:-

- Leaves can not be claimed as a matter of right.
- Except Casual Leave and Half day Casual Leave, all other leaves may be combined.
- Permission is required from the leave sanctioning authority to join duty before the expiry of granted leave.
- Increment is admissible during the period of leave except extra ordinary leave.
- No Govt. employee shall take up employment during leave.
- Cash equivalent of leave is admissible where a Govt. employee retires on attaining the age of superannuation/ death in service.