

Earned Leave

8.116. (i) The earned leave admissible to a Government employee in permanent employ is :-

- (a) $1/24^{\text{th}}$ of the period spent on duty, during the first 10 years of his service;
- (b) $1/18^{\text{th}}$ of the period spent on duty during the next 10 years of his service; and $1/12^{\text{th}}$ of the period spent on duty, thereafter.

Note 1. - For the purpose of assessing the "length of service" under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further in the case of a women Government employees break in service due to resignation as a result of family circumstances of the Government employee concerned, shall also be condoned by the re-appointing authority; provided the duration of break does not exceed 10 years.

Note 2. - In calculating earned leave, the actual number of days of duty performed shall first be counted and then multiplied by $1/12$, $1/18$, $1/24$ as the case may be and the product expressed in days and fraction of day. In case, there is a change in the rate of earning of leave, the fraction in the earned leave shall be rounded off to the nearest day that is fraction below half shall be ignored and that half or more shall be reckoned as one day.

"Note 3. - The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave";

(ii) Accumulation of earned leave shall be permissible to any extent but the maximum earned leave that may be granted at a time to a Government employee shall be (a) 120 days if spent in India (b) 240 days if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylon, Nepal and Pakistan, provided that where earned leave exceeding 120 days is granted under this sub-rule the period of such leave spent in India shall not in the aggregate exceed 120 days.

Provided further that, except as provided in the Study Leave Rules contained in Appendix 20 to the Punjab Civil Services Rules, Volume I, Part II; if a Government employee goes on a course of study or research or work which in the Government's view increases his competence, knowledge or efficiency or adds to the technical knowledge, he may be granted earned leave to the extent it is due to him and not limited to 120 or 240 days.

Note 1. - The consent of Department of Finance is not presumed to the grant of such study leave.

"(ii) Accumulation of earned leave shall be permissible to any extent but in the case of a Government employee who had opted for the revised orders contained in the instructions issued by the Government of Punjab, Department of Finance, - vide circular letter No.10/77/88/FPI/10304, dated the 24th November, 1988 (hereinafter called the said instructions) and also in the case of those Government employees who joined service on or after the 24th November, 1988, the accumulation of earned leave shall be restricted to 360 days and there will be no restriction on availing of earned leave at a time;";

(iii) Leave preparatory to retirement may be allowed upto 180 days on full pay, and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those Government employees who joined service on or after the 24th November, 1988 such a leave may be allowed upto 240 days on full pay, provided it is due; and

Note 1. See proviso to Rule 8.21 (a) and Explanation 1 below Rule 8.21.

Note 2. - The leave granted as leave preparatory to retirement shall not include extraordinary leave.

Note 3. - In a case, where a Government employee who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:

(i) Leave Preparatory to Retirement upto 180 days on full pay and in the case of a Government employee who had opted for the revised orders contained in the said instructions and also in the case of those Government employees who joined service on or after the 24th November, 1988 upto 240 days on full pay, if it is due; or

(ii) Earned leave upto the extent leave preparatory to retirement is admissible as in clause (i) will permission to combine it with any other kind of leave, if due.”

8.117. (a) Earned leave is not admissible to a Government employee serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.

(b) The earned leave admissible to such Government employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following periods as the number of days of vacation not taken bears the full vacation :-

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| (i) to a Government employee with 10 years service or less; | 15 days. |
| (ii) to a Government employee with more than ten years service but not exceeding 20 years service; | 20 days. |
| (iii) to a Government employee with over 20 years service; | 30 days. |

If in any year he does not avail himself of the vacation, earned leave will be admissible in respect of that year in accordance with the provisions of Rule 8.116.

(c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section; provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government employee at a time under rule 8.116.