

16(1) Earned Leave Entitlement:- The account of leave of each regular Board Employee in Class I, II and III Service should be credited with 30 days Earned Leave in a year in two instalments of 15 days on the first of January and July every year.

The account of leave of each emergency Board employee and each Board Employee in Class IV service who has put in less than 15 years of regular service and whose earning capacity is $1/22^{\text{nd}}$ of the period spent on duty should be credited with 16 days earned leave in a year in two instalments of 8 days on the first of January and July every year.

The leave at the credit of the employees at the close of the previous half-year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limit of 240 days in respect of regular Board Employees in Class I, II and III Service and regular employees in Class IV service with more than 15 years service of permanent Class IV employees.

In respect of others, the limit of accumulation would be as follows:-

- (a) Class IV Board employees with less than 15 years of regular service .. 15 days
- (b) Emergency Board Employees in Class IV/Class - I, II & III Services .. 30 days

(1) The credit afforded under Clause (i) (a) & (b) above shall be reduced by $1/10^{\text{th}}$ of the period of extra-ordinary leave only availed during the previous half-year, subject to a maximum of 15 days.

(a) When a Board employee is appointed on or after 1-1-1978, earned leave should be credited to his leave account at the rate of 2 and $1/2$ days for each completed month of service which he is likely to render in the calendar half-year in which he is appointed e.g., if he is appointed on 13th March, the number of complete months of his service in that half-year will be 3 and the credit will be $3 \times 5/2 = 7 \frac{1}{2}$ days rounded to 8 days. If he is appointed on 20th April, the number of complete months will be only 2 and the credit will be $2 \times 5/2 = 5$ days.

(b) In respect of an emergency Board employee in Class-I, II & III service and a Class IV employee having less than 15 years of regular service, earned leave should be credited at the rate of one day for each completed month of service for the first 2 months in a quarter and 2 days for the 3rd month and so on for each completed month of service he is likely to render in the calendar half-year in which he is appointed e.g., if he is appointed on 13th March the number of completed months of his service in that half-year will be 3 and credit will be 4 days i.e., at the rate of 1 day credit for the first two months and 2 days credit for the 3rd month. If he is appointed on 20th January, the number of complete months will be 5 and the credit will be as follows:-

First 2 months	2 x 1	2 days
3 rd month	1 x 2	2 days
4 th & 5 th month	2 x 1	2 days

	Total	6 days

The credit for the ¹half year in which a Board employee is due to retire or resigns from the service, shall be afforded only at the rate of 2 ½ days per completed month in that year upto the date of retirement/resignation. If in the case of a Board employee who resigns from service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

c) When affording credit under the above method, fractions of a day will be rounded off to the nearest day.

d) From 1-1-78 while the earned leave shall be credit in advance in the manner stated above, there will be no change in respect of other kinds of leave. The entries in respect of such leave shall be made as and when occasion for doing so arises. In the case of existing Board Employees, the old leave account has to be closed and the credit of leave as on 31-12-1977 will have to be carried forward new leave account. While doing fractions of a day will be rounded off to the nearest day.

(2) The amount of leave due to a permanent or non-permanent employee in any Class of service is the amount of earned leave diminished by (i) the earned leave which has been taken, and (ii) one half of the amount of special disability leave taken on full pay under regulation 22 (7) (b).

¹. The word "half" is omitted vide B.P.Ms.No.396, dt.4-1-1995.

(3) A permanent or non-permanent employee of any Class may at any time be granted the whole or any part of the leave due to him, "Subject to a maximum of 120 days".

(4) If any interruption of duty other than leave occurs in the service of any non-permanent employee, the earned leave to his credit shall lapse.

(5) If at any time an approved probationer in any Class of Service ceased to be in employment for want of a vacancy and is subsequently re-appointed his leave account shall-

i) be credited with the amount of earned leave due to him on the day when he last ceased to be in employment; and

ii) be debited with the amount of all half-pay leave taken by him prior to such date.

Note: 1) When a Board employee is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect, his leave account shall be recast with effect from the date of retrospective regularization of his services, but the leave already availed of between that date and the date of issue of orders regarding placing him on probation with retrospective effect (or the date of return from leave, if he was on leave on the latter date) shall not be altered in any manner and any additional leave that becomes due as a result of recasting of the leave account, should be availed of only after the latter date.

(2) The grant of any kind of leave to a non-permanent employee shall be subject to the condition that but for the grant of the leave, he would have continued to hold a post in Board's service until the expiry of the leave.

(3) The Chairman/Chief Engineer is empowered to grant leave as follows to an employee in Class III and Class IV Service in the office/offices under his control who is on probation and whose probation has been terminated but who has been

subsequently reinstated on appeal to cover the period of non-employment.

i) Earned leave at his credit on the day of termination of probation; and

ii) Extraordinary leave to the extent necessary.