

## 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.

<b>Types of Leave</b>	<b>Admissibility</b>	<b>Period of Leave</b>	<b>Pay</b>
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.