

## **Special kinds of Leave**

### **Hospital Leave:**

Non-Gazetted staff are eligible for Hospital leave for injuries sustained due to accident while on duty. Hospital leave is sanctioned on the strength of the medical certificate. During the period of Hospital leave full pay is allowed for first 4 months and half pay is allowed beyond. However full pay beyond 4 months may be sanctioned by GM on the recommendation of medical authorities and concurrence of Accounts. Hospital leave when combined with other leave should not exceed 28 months.

### **Special Disability Leave:**

Special disability leave is granted to both Gazetted and Non-Gazetted staff for injuries sustained in accidents or for injuries intentionally inflicted / caused in, due to performance of official duties or in consequence of his official position. Special disability leave is granted up to 24 months per disability. GM is empowered to sanction SDL. During the period of SDL full pay is allowed for first 4 months and half pay is allowed beyond. However full pay beyond 4 months may be allowed on the request of the employee by debiting required amount of LHAP.

### **Maternity Leave:**

Maternity Leave is granted to female Railway servants with less than 2 surviving children. It is granted up to 180 days per occasion during the period of confinement and up to 45 days for miscarriage / abortion in the entire service. Maternity leave can be combined with other leave up to one year without production of medical certificate and on production of medical certificate beyond one year. Normal salary is allowed during the period of Maternity Leave.

### **Child Adoption Leave**

Female railway servants, with less than two surviving children, on adoption of a child, granted leave upto 135 days as Child Adoption Leave. She is eligible for leave salary equal to pay drawn immediately before proceeding on leave. It may be combined with any other kind of leave including LND and CTL not exceeding 60 days without production of Medical Certificate, for a period upto one year reduced by the age of the adopted child.

### **Paternity Leave:**

Paternity Leave is granted to male Railway servants with less than 2 surviving children for a period up to 15 days during the period of confinement of their wife. It is not debited to the leave account of the employee. PL should be availed in one spell within 6 months from the date of delivery and up to 15 days prior to the date of delivery. PL should not normally be refused to. Normal salary is allowed during the period of PL. Casual labour attained temporary status are also granted PL up to 15 days and it should be availed by them within 135 days from the date of delivery.