

LAP:

Railway servants are eligible for 30 days of LAP every year. It is credited in advance to the leave account in two instalments at the rate of 15 days each on 1st of January and July every year. In case of appointment or retirement in any part of a half-year credit shall be given at the rate of 2 ½ days per month. In case of periods of absence, EXL, suspension and Dies-Non etc. 1/10th of such period will be debited to the LAP account. School staff are eligible for 10 days of LAP in a year and it is credited in advance in two instalments of 5 days each on 1st of January and July every year.

Maximum accumulation of LAP is limited to 300 days. In addition to 300 days of LAP at credit, advance credit of LAP for the next half year will be kept separately. Leave availed during the half year will be first adjusted from the additional 15 days kept in the leave account.

Maximum LAP that can be sanctioned at a time is limited to 180 days. During the period of LAP normal salary is admissible.