

Salient features of Leave Rules applicable to the employees of the WBSEB  
who are not governed by the provisions of the Factories Act  
( **For exact version, please consult WBSEB Employees' Service Regulations** )

Chapter-VI of the West Bengal State Electricity Board Employees' Service Regulations(WBSEBESR) incorporated leave rules applicable for the employees of Board who are not governed by the Factories Act. The following types/kinds of leave are admissible to the employees of the Board under the provisions of WBSEBESR & circulars/Orders issued from time to time:

**1. Casual Leave(CL)(Clause-123)** : Casual Leave is not a recognized form of leave and is not subject to any rule. Casual Leave should only be granted for adequate reasons, and cannot be claimed as of right or given when the interest of the Board's work forbid it. **14 days C.L. is admissible in a calendar year.** There is no provision for pro-rata/proportionate admissibility.

Casual Leave may not be granted in a manner that absence from duties at a stretch exceeds 7 days prefixing, affixing or interposing holidays and Sundays in such period of absence.

Casual Leave cannot be combined with E.L., Commuted Leave or any such other kind of leave.

**2. Earned Leave(EL)(Clause-110)** : All employees shall be credited with sixteen and a half days' Earned leave for continuous service of 6 months to be reckoned from 1st January and 1st July of every calendar year.

Accumulation of EL is allowed to the extent of a maximum of 300(+15) days, where 15 days are for enjoyment only and not considered for the purpose of leave salary.

EL that may be granted at a time shall not exceed 120 days.

EL can be combined with Commuted Leave, Half Pay leave, Study Leave, Extra Ordinary leave etc. but can never be combined with C.L.

**3. Half Pay Leave(HPL)[Clause-112(a)-(c)]** : Half Pay leave may be granted to an employee on production of medical certificate or on private affairs.

Half Pay leave can be accumulated without any limit and restrictions.

Half Pay leave is calculated and credited in advance in two instalments of 10 days each on the 1st day of January and July of every calendar year.

The leave shall be credited to the said leave account @ 5/3 days for each completed calendar month of service which an employee is likely to render in the 1st half year of the calendar year in which he is appointed.

**4. Commuted Leave[Clause-112(d)]** : Commuted Leave not exceeding half the amount of half-pay leave due may be granted on medical certificate, subject to the following conditions:

- (i) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (ii) Earned leave and commuted leave may be taken in conjunction.
- (iii) Half Pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service(without production of medical certificate) when such leave is utilized for an approved course of study certified to be in Board's interest by the leave sanctioning authority.

**5. Extra ordinary Leave(clause-114)** : Extra-ordinary leave may be granted to an employee in special circumstances,

- a) When no other leave is, by rule, admissible.
- b) When other leave is admissible but the employee applies in writing for grant of extra-ordinary leave.

The Authority empowered to grant leave may commute retrospectively the period of absence without leave to extra-ordinary leave.

Except in the case of a permanent employee the duration of extraordinary leave normally shall not exceed three months in any one occasion.

**6. Special Disability Leave(Clause-115-117)** : Special disability leave may be granted to an employee whether permanent or temporary who is disabled by injury intentionally inflicted or caused in or in consequence of his official positions.

Such leave in no case exceeds 24 months. Such leave may be granted on the basis of certificate from a competent medical authority. Such leave may be combined with leave of any other kind, but not ordinarily with Hospital Leave.

Such leave shall be counted as duty and shall not be debited against the leave account.

**7. Hospital Leave(Clause-118 & 119)** : Hospital Leave is granted to an employee whose duties expose him to special risk of accident or illness and if it is found that absence from duties is directly due to injury/illness arising out of employment accident.

Such leave is granted upto first 90 days by the authority empowered to grant E.L. Leave in excess of 90 days shall be granted by the Secretary on the certificate of a competent medical authority.

**8. Quarantine Leave(Clause-120):** Quarantine Leave may be granted if absence from duty is necessitated by orders not to attend Office in consequence of the presence of infectious disease in the family or house-hold of an employee.

Such leave may be granted by the Competent Authority on the Certificate of a Medical and Public Health Officer for a period not exceeding 21 days, or in exceptional circumstances 30 days.

Quarantine leave may be granted, when necessary, in continuation to other leave subject to the above maximum.

**9. Study Leave(Clause-121) :** Study leave may be granted to an employee on such terms as the Board may, by general order prescribed to enable him to study technical problems or to undergo special course of instructions.

Such leave is granted in extreme cases on the basis of merit of the case.

**10. Maternity Leave(Clause-122) :** Maternity leave is granted to the female employees on production of a valid Medical Certificate for a period which may extend upto 135 days from the date of its commencement.

**11. Leave not due(Clause-113) :** Leave not due may be granted to an employee in permanent service for a period not exceeding 180 days during the entire service period subject to the fulfillment of the following conditions :-

- (I) When the leave is required for the treatment of the employee himself and has been recommended by a Medical Board or other competent authority determined by the Board.
- (II) The employee is likely to return to service and continue for a sufficient period to earn the quantum of leave - not due granted and the leave so granted should be limited to the half pay leave he is likely to earn thereafter.

Such leave when granted shall be debited against the Half Pay leave the employee may earn subsequently.