

Quiz on Leave Rules

Tick the most appropriate response:

1. Leave can be claimed as a right if adequate leave is available at the credit of the employee.
 - a. Yes
 - b. No
2. Mr A is a Head Constable. He has 200 days EL, 160 days HL. He applies for 15 days HPL. His Controlling Officer recommends 15 days EL as he does not want his team member lose pay.
 - a. Yes, he has the powers to do so
 - b. No, leave due and applied for cannot be altered by the office
3. Ms X is not yet married. She is an officer in a Central Government office. She applies for Maternity leave.
 - a. She is not entitled, as she is not married
 - b. She is entitled for maternity leave
4. Mrs B applies for 15 days' Earned Leave to attend to her elder daughter appearing in the 10th Board examination.
 - a. Her Controlling Officer can change the leave into Child Care Leave because the purpose of taking leave is to attend to her minor child.
 - b. Leave as applied must be recommended for approval.
 - c. The Controlling Officer has the discretion to either recommend or refuse the EL.

Comment on the following:

1. Mr S proceeded on ten days' earned leave after approval. On the fourth day of his leave, he received a phone call followed by an eMail from the office asking him to report immediately to process an urgent court case. Mr S cites urgent domestic work and says that he will report to the office only after availing the entire leave.
2. Ms B is sanctioned leave for 30 days EL from 01.01.2018. She cuts her leave on her own and resumes charge on 08.01.2018. Is what she does is ok?
3. Mr C seeks EL for 15 days from 01.01.2018 on medical grounds. He submits a medical certificate of being unwell. However, he feels ok and resumes duty on 12th January. Is it permissible?
4. Mr D proceeds on 30 days EL till 29.12.2017 after it is sanctioned. On earlier eight occasions, he had overstayed his leave. He had been counselled on two occasions and informed on four occasions through issue of Office Memorandum (OM) not to overstay leave. He again did not resume duty on the expiry of leave. An OM is sent to the address (during his leave) to join immediately by 08.01.2018. He does not. Another OM and email is sent on 08.01.2018 to resume duty latest by 11.01.2018. He still does not. You are his Controlling Officer. What will you do?