

REGD.

From

Director Higher Education,
Haryana, Panchkula.

To

✓ All Principal of Govt. Colleges
Situating in the State of Haryana


Memo No. 22/158-2023 C-1(1)
Dated, Panchkula, the 29, 05, 2023

Subject: - General instructions regarding Child Care Leave.

Kindly refer to the subject cited above.

It is to inform you that a lot of queries have been regularly received over phone, regarding Child Care Leave rules/instructions issued by the department.

You are requested to circulate the copy of HCS (Leave) Rule, 2016 relates to Child Care Leave and departmental instructions dated 23.12.2019, enclosed with this letter, to all female teaching staff members in your college, to be followed in letter and spirit.


Deputy Director-1
for Director Higher Education,
Haryana, Panchkula



45. Grant of child adoption leave.—

- (1) A female Government employee on valid adoption of a child below the age of one year may be granted by the Head of Department child adoption leave for a maximum period of six months or upto date of attaining the age of one year by the adopted child, whichever is earlier.

Explanation.— For the purpose of age of adopted child, the completed month(s) shall be taken into account and broken month shall be ignored. If the age of the child is four months twenty days, child adoption leave shall be admissible for six months, if the age of the child is eight months twenty nine days, child adoption leave of four months may be allowed.

- (2) No child adoption leave shall be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl as a third child;
- (3) Recognized holidays including sundays and vacation falling during the period of leave shall be treated as child adoption leave.
- (4) In continuation of child adoption leave, the adoptive mother may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave) not exceeding sixty days on production of medical certificate or for a period upto the age of one year of the adopted child, whichever is less.
- (5) In case it is found at any stage that the adoption was not genuine, or the adopted child is given back, then the leave salary paid for the period shall be recovered with prevailing rate of interest of general provident fund from the employee's salary, or the leave availed shall be deducted from the earned leave account.

46. Grant of child care leave.—

A competent authority may grant child care leave to a woman Government employee subject to following conditions:-

- (1) Child care leave shall be admissible for a maximum period of 730 days during the entire service for taking care of her two eldest surviving children below the age of 18 years only.
- (2) Child care leave shall not be demanded as a matter of right and no one can, under any circumstances, proceed on child care leave without prior proper sanction of the leave by the competent authority.

- (3) Child care leave shall be admissible during the probation period, provided the probation period shall be extended by the period of child care leave availed.
- (4) This leave may not be availed for a spell of less than 30 days.
- (5) Recognized holidays including sundays and vacation falling during the period of leave shall also be treated as child care leave.
- (6) Leave not due (without production of medical certificate) may be granted under these rules beyond the period of 730 days of child care leave .
- (7) Any other kind of regular leave may be prefixed or suffixed to child care leave.
- (8) The leave account of child care leave shall be maintained in the prescribed proforma and be kept in the service book.
- (9) Period of any other kind of leave already availed or the period of unauthorized absence shall not be converted into child care leave with retrospective effect.
- (10) No child care leave shall be admissible for third or next child irrespective of age.
- (11) Child care leave will be allowed to women Government employees with the intention to facilitate them to take care of their children at the time of need but it does not mean that child care leave shall disrupt the functioning of the offices/ institutions/schools etc. Therefore, it shall be the duty of sanctioning authority to keep this in view.
- (12) The competent authority for grant of such leave shall be as under:-

Appointing Authority	Group C & D employees	Full powers
Head of Department	Group B employees	Full Powers
Administrative Secretary	Group A employees	Full Powers

Note.— This rule shall also be applicable to women employees appointed on adhoc basis and work charged employees, however, not before completion of minimum two years service and not beyond the date of discharge or termination on whatsoever reason.

47. Grant of paternity leave.—

- (1) [A male Government employee upto two surviving children may be granted paternity leave by the Head of office for a period of 15 days during the

From

The Director Higher Education, Haryana,
Panchkula.

To

All the Principals,
Government Colleges in Haryana State.

Memo. No.14/39-2016-C-1 (I)

Dated Panchkula, the 23/12/19.

Subject: **Child care leave of Teaching staff.**

Please refer to the subject cited above.

In consonance with the provision envisaged in the Civil Services (Leave) Rules, 2016, Women Government employees having minor children below the age of 18 years can be granted Child Care leave for a maximum period of 730 days during their entire service for taking care of two eldest surviving children whether for rearing or to look after any of their needs such as examination, sickness etc. There is a need to maintain a balance between needs of the children of the teaching staff and the academic needs of their students in the concerned college. Child Care Leave should not be demanded as a matter of right and no one can, under any circumstances, proceed on Child Care Leave without prior proper sanction of the leave by the competent authority. In continuation of these instructions the following guidelines are issued for strict compliance:-

- i) Child Care Leave will be allowed to women Government employees with the intention to facilitate them to take care of their children at the time of need, but it does not mean that Child Care Leave shall disrupt the functioning of the office/ institution/ college, etc. Therefore, it shall be the duty of sanctioning authority to keep this in view.
- ii) Such leave can be availed only once in one year. The duration of leave will be minimum one month and in case of more than one month it will be sanctioned for 4½ month (135 days) in one spell. Such leave can be availed only once during odd or even semester (January to June OR July to December) in a given academic year. The employee shall apply for CCL at least two months before the commencement date of such leave on prescribed Performa and procedure there in.
- iii) On receiving of application for CCL from any woman Associate/Assistant Professor, Head of Institution (Principal) will

process the same within Seven days. Before recommending such leave, Head of Institution (Principal) must certify and ensure the alternate arrangements in this regard are in place. Principal will send the case with time table and lesson plan of the teachers going to meet the work of the applicant as alternative arrangement alongwith proof of reason for such leave.

- iv) If the leave availed is more than one month then the employee will have to join the Directorate after availing the CCL and fresh posting will be given after joining back.
- v) The post of that employee will be considered vacant for transfer / deputation purpose.



Deputy Director College-I
for Director Higher Education,
Haryana, Panchkula.