

University Calendar Volume I, 2017 pages 46, 53, 57 & 69 Addition of Statutes 57.3.1, 71.3.1, 76.1 & 85.1 be read as under:

## Chapter-II

### (ix) Leave in the case of Officers of Class A (Administrative officers)

#### Page 46

57.3    xxx                    xxx                    xxx

#### 57.3.1 Child Care Leave

- a) Women employees who have minor children (below 18 years) can take leave for maximum of 365 days during the complete service for child care.
- b) This type of leave can be availed for care of maximum of two children. It can be availed during their examination or if they fall sick. Documentary proof will have to be submitted for such leave.
- c) For such leave, the appropriate admissible leave salary would be given as in the cases of Earned Leave.
- d) This leave can be availed for more than one spell but there would be a maximum of 3 spells only during one calendar year.
- e) Such leave would not be given for less than 15 days.
- f) If any women employee remains absent unauthorisedly and seeks Child Care Leave, she would not be given the Child Care Leave under any circumstances.
- g) This leave would not be debited from the leave account but the account of this leave has to be maintained in standard performa. The record of this would be maintained in the Service Book of the concerned employee.
- h) Such leave cannot be claimed by the way of Right under the Punjab Civil Services Rules Volume-I Part1 and Rule 8.15 of Punjab Civil Services Rules.
- i) Such leave is to be granted like Earned leave. The prior permission for this leave has to be taken from the competent authority.
- j) The competent authority may reject this leave in public interest and can also cancel the leave granted earlier.

But the following categories of female employees do not have the right to this type of leave:-

1. Employees suspended or who are facing disciplinary action.
2. Women employees under probation. But if for some medical emergencies leave is required for urgent child care, it may be granted by the sanctioning authority considering request and merits of the case at the request of the employee. And for this kind of Child Care Leave, a medical certificate will have to be obtained duly counter signed atleast by the Civil Surgeon.
3. Employees who are working on daily wages or on work charged or appointed on contract basis.

### (x) Leave in the case of employees of Class 'B'.

#### Page 53

71.3    xxx                    xxx                    xxx

#### 71.3.1 Child Care Leave

- a) Women employees who have minor children (below 18 years) can take leave for maximum of 365 days during the complete service for child care.

- b) This type of leave can be availed for care of maximum of two children. It can be availed during their examination or if they fall sick. Documentary proof will have to be submitted for such leave.
- c) For such leave, the appropriate admissible leave salary would be given as in the cases of Earned Leave.
- d) This leave can be availed for more than one spell but there would be a maximum of 3 spells only during one calendar year.
- e) Such leave would not be given for less than 15 days.
- f) If any women employee remains absent unauthorisedly and seeks Child Care Leave, she would not be given the Child Care Leave under any circumstances.
- g) This leave would not be debited from the leave account but the account of this leave has to be maintained in standard performa. The record of this would be maintained in the Service Book of the concerned employee.
- h) Such leave cannot be claimed by the way of Right under the Punjab Civil Services Rules Volume-I Part1 and Rule 8.15 of Punjab Civil Services Rules.
- i) Such leave is to be granted like Earned leave. The prior permission for this leave has to be taken from the competent authority.
- j) The competent authority may reject this leave in public interest and can also cancel the leave granted earlier.

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2. Women employees under probation. But if for some medical emergencies leave is required for urgent child care, it may be granted by the sanctioning authority considering request and merits of the case at the request of the employee. And for this kind of Child Care Leave, a medical certificate will have to be obtained duly counter signed atleast by the Civil Surgeon.
3. Employees who are working on daily wages or on work charged or appointed on contract basis.

#### **(xi) Leave in the case of Class 'C' Employees**

##### **Page 57**

76    xxx                    xxx                    xxx

##### **76.1 Child Care Leave**

- a) Women employees who have minor children (below 18 years) can take leave for maximum of 365 days during the complete service for child care.
- b) This type of leave can be availed for care of maximum of two children. It can be availed during their examination or if they fall sick. Documentary proof will have to be submitted for such leave.
- c) For such leave, the appropriate admissible leave salary would be given as in the cases of Earned Leave.
- d) This leave can be availed for more than one spell but there would be a maximum of 3 spells only during one calendar year.
- e) Such leave would not be given for less than 15 days.
- f) If any women employee remains absent unauthorisedly and seeks Child Care

Leave, she would not be given the Child Care Leave under any circumstances.

- g) This leave would not be debited from the leave account but the account of this leave has to be maintained in standard performa. The record of this would be maintained in the Service Book of the concerned employee.
- h) Such leave cannot be claimed by the way of Right under the Punjab Civil Services Rules Volume-I Part1 and Rule 8.15 of Punjab Civil Services Rules.
- i) Such leave is to be granted like Earned leave. The prior permission for this leave has to be taken from the competent authority.
- j) The competent authority may reject this leave in public interest and can also cancel the leave granted earlier.

But the following categories of female employees do not have the right to this type of leave:-

1. Employees suspended or who are facing disciplinary action.
2. Women employees under probation. But if for some medical emergencies leave is required for urgent child care, it may be granted by the sanctioning authority considering request and merits of the case at the request of the employee. And for this kind of Child Care Leave, a medical certificate will have to be obtained duly counter signed atleast by the Civil Surgeon.
3. Employees who are working on daily wages or on work charged or appointed on contract basis.

**(xii) Leave in the case of University Teachers.**

**Page 69**

85.   xxx               xxx               xxx

**85.1 Child Care Leave**

- a) Women employees who have minor children (below 18 years) can take leave for maximum of 365 days during the complete service for child care.
- b) This type of leave can be availed for care of maximum of two children. It can be availed during their examination or if they fall sick. Documentary proof will have to be submitted for such leave.
- c) For such leave, the appropriate admissible leave salary would be given as in the cases of Earned Leave.
- d) This leave can be availed for more than one spell but there would be a maximum of 3 spells only during one calendar year.
- e) Such leave would not be given for less than 15 days.
- f) If any women employee remains absent unauthorizedly and seeks Child Care Leave, she would not be given the Child Care Leave under any circumstances.
- g) This leave would not be debited from the leave account but the account of this leave has to be maintained in standard performa. The record of this would be maintained in the Service Book of the concerned employee.
- h) Such leave cannot be claimed by the way of Right under the Punjab Civil Services Rules Volume-I Part1 and Rule 8.15 of Punjab Civil Services Rules.
- i) Such leave is to be granted like Earned leave. The prior permission for this leave has to be taken from the competent authority.
- j) The competent authority may reject this leave in public interest and can also cancel the leave

granted earlier.

But the following categories of female employees do not have the right to this type of leave:-

1. Employees suspended or who are facing disciplinary action.
2. Women employees under probation. But if for some medical emergencies leave is required for urgent child care, it may be granted by the sanctioning authority considering request and merits of the case at the request of the employee. And for this kind of Child Care Leave, a medical certificate will have to be obtained duly counter signed atleast by the Civil Surgeon.
3. Employees who are working on daily wages or on work charged or appointed on contract basis.