

From

The Director Higher Education, Haryana,
Panchkula.

To

All the Principals,
Government Colleges in Haryana State.

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

Dated Panchkula, the 23/12/18.

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

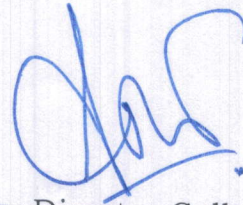
Please refer to the subject cited above.

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,
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