



# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No.2334/E1/2008/CAPE 1549

27.02.2009

## CIRCULAR NO. 8/2009

**Sub: CAPE-Service Rules- Amendments to Leave Rules – Ordered – Further clarification – issued.**

**Ref: Circular No.11/08 dated 21.11.2007.**

As per the above circular, certain modifications has been ordered in the leave rules w.e.f. 16.11.2007.

Half pay leave was calculated @ 1/22 till 15.11.2007 and from 16.11.2007 @ 20 days/year. Half Pay Leave calculated by some Principals are not in order. A uniformity in the calculation of Half Pay Leave is necessary. Hence the following clarifications are issued:-

1. Till 15.11.2007, calculate the Half Pay Leave @ 1/22.
2. From 16.11.2007 onwards, 20 days for completed year. Completed year should be calculated from 16.11.2007 ie, 16.11.2007 - 15.11.2008, 16.11.2008 - 15.11.2009 etc. Broken periods will not count for calculation of Half Pay Leave. Completed years of service includes periods spent on duty as well as on leave including Leave Without Allowance and dies-non. Leave Without Allowance taken for other employment, for accompanying spouse, for study purpose, Leave with out allowance ordered not to count for service benefits and suspension treated as such will not count as service.
3. The leave already calculated may be verified and corrected as above.

An example for calculation of Half Pay Leave is given below:-

Date of joining - 28.08.2006

### Half Pay Leave

28.08.2006	to	15.11.2007	-	@1/22
16.11.2007	„	15.11.2008	-	20 days
16.11.2008	„	15.11.2009	-	20 days

Half Pay leave is earned for completed years only.