



ROYAL GOVERNMENT OF BHUTAN

Ministry of Education HUMAN RESOURCE DIVISION

Thimphu : Bhutan



MoE/HRM-HRD/Notification/4772

2nd March, 2018

NOTIFICATION

The HRD would like to notify all on the following with regard to **Chapter 10 on “Leave” of the BCSR 2018**. This notification is also being issued as per the directives of the 234th HRC Meeting held on 27th February, 2018. All are kindly requested to note and abide by the following hereafter.

Sl. no	Type of leave	Approving Authority	Remarks
1	Casual Leave	Immediate Supervisor	-Maximum of 10 days
2	Earned Leave	Department/Dzongkhag/Regional Office/Institute Head. Authorities maybe decentralized under them if required.	-Not applicable for Civil servants under probation period -A Civil Servant shall earn leave with gross pay at the rate of 2.5 (two and half days) for every completed month of service, excluding for the probation period.
3	Bereavement Leave	Immediate supervisor	-Maximum of 21 days
4	Maternity Leave	Respective controlling officer on the production of medical certificate each time	-Maximum of 6 months -The maternity leave shall commence from the date of delivery of the child.
5	Paternity Leave	Immediate controlling officer of the applicant	-Maximum of 10 days after the delivery of the child. -Not applicable for Civil servants who become parents when they are on study leave or EOL
6	Medical Leave	Medical Leave exceeding 1 month shall be approved by the Agency HRC and for less than 1 month shall be approved by the Head of the Division/Department	-Maximum of 36months in total, after which he/she will be permanently retired under the ERS with post-service benefits. -Civil servants granted medical leave for more than 3 months on re-joining of duties maybe required to produce a medical certificate of fitness, to perform the duties, as decided by the Agency
7	Medical Escort Leave	HRC of the Agency	-Maximum of 1 month. HRC of the Agency may grant extension based on the medical report.
8	Study Leave	The RCSC shall be the competent Authority for granting long-term Study Leave based on the recommendation of the HRC of the Agency.	-A Civil Servant may avail a maximum of 3 in-service long-term trainings (if required) in the entire service period until he/she attains the age of 45, whoever is earlier.
9	Extraordinary Leave	EX/ES (1-3)- RCSC P1-O4 – HRC of the Agency	-Maximum of 24 months including weekends and government holidays in total of the entire service period
10	Preparatory Leave	EX/ES (1-3) – RCSC P1-O4 - HRC of the Agency	-For Civil servants approved for study leave by the RCSC shall be granted 5 days preparatory leave before course start date and 21 days to report after the course completion as specified in the letter of award. For Civil servants due for superannuation will be freed from his/her duties one month before.

**kindly note that Civil servants failing to abide by the above shall be liable for penalties under Chapter 19 on Administrative Discipline, BCSR 2018.*