

ADMISSIBILITY OF MATERNITY LEAVE, CHILD CARE LEAVE AND
CHILD ADOPTION LEAVE : WOMEN SAILORS

1. The following provisions will be applicable to women sailors in addition to the existing provisions of leave contained in Navy Leave Regulations 2019 for sailors:-

(a) Maternity Leave.

(i) 180 days on full pay for each confinement subject to maximum of two confinements/ two surviving children.

(ii) In exceptional cases, a further extension of one month may be granted by Administrative Authority, without pay in addition to annual leave entitlement.

(iii) 30 days leave on full pay and allowances in case of miscarriage/ abortion (including medical termination of pregnancy under MTP Act), subject to the following restrictions: -

(aa) Leave shall not be permissible more than twice in the course of entire service.

(ab) An interval of not less than 24 months between two successive spells of above leave should exist.

(b) Child Care Leave. Grant of Child Care Leave (CCL) to women sailors will be governed by the following: -

(i) Women sailors to be granted 360 days CCL during entire service period for taking care of two eldest surviving children below 18 years of age, whether for rearing or to look after any of their needs like examination, sickness, etc. However, in case child has minimum disability of 40%, the prescribed age limit of the child for grant of CCL shall not be applied.

(ii) Will be applicable for upto two eldest surviving children (*whether from one child birth or more*). CCL will also be applicable to adoptee mothers.

(iii) Shall not be granted in more than two spells in a calendar year.

(iv) Shall not be granted for a period of less than 05 days and not more than 30 days in each spell upto a maximum of 60 days in a calendar year. In cases where the CCL spills over to the next year, it may be treated as one spell against the year in which the leave commences.

(v) CCL is to be treated like annual leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazette holidays, etc falling during the period of leave would also count for CCL, as in the case of annual leave.

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Similarly, prefixing/ suffixing of holidays to CCL will also be permitted as in case of annual leave.

(vi) Will not be debited against any other leave account.

(vii) Cannot be demanded as a matter of right. Its grant will always be subject to exigencies of Service.

(viii) May be combined with leave of any other kind except Casual Leave.

(ix) Will not be applicable to women sailors during the period of probation/ training.

(x) LTC may be availed by Women sailors while on CCL. Women sailors on CCL may be permitted to leave Headquarters / units, as the case may be, with the prior approval of leave sanctioning authority. In case of foreign travel on CCL, the existing requirement and procedure for obtaining security clearance prior to and actions post the leave period as applicable in the case of ex-India leave would continue to remain the same. .

(c) Child Adoption Leave. Women sailors with fewer than two surviving children, on valid adoption of a child below the age of one year, may be sanctioned Child Adoption Leave for a period of 180 days immediately after the date of valid adoption, on the lines of Maternity Leave admissible to natural mothers. The condition of grant of such leave include following:-

(i) Facility is not admissible to a woman sailor already having two surviving children at the time of adoption.

(ii) This may be combined with two months entitled annual leave

(iii) Child Adoption Leave shall not be debited against the leave account. The leave shall be granted in a single spell.

(iv) Leave salary will be equal to pay drawn immediately before proceeding on leave.

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