



### **Leave Rules for officers ( Reg 31 of OSR 1979)**

Subject to grant of leave being determined by exigencies of service, an officer is entitled to following kinds of leave.

1. **Casual Leave**
2. **Special casual leave**
3. **Privilege Leave**
4. **Sick Leave**
5. **Additional Sick Leave**
6. **Maternity Leave**
7. **Extra ordinary Leave**
8. **Special Leave**
9. **Sabbatical Leave**
10. **Joining Time leave**

However, from Preventive vigilance point of view, the Bank has introduced Mandatory leave for all cadres of employees (Officers/Workmen).

#### **1. Casual Leave:**

12 working days in a calendar year. This leave can be availed for a maximum of four working days at a time , excluding intervening public holidays and Sundays. It can also be prefixed and suffixed with holidays.

**Casual leave cannot be combined with any other leave except joining time leave.**

During the first calendar year of service, an officer is entitled to casual leave proportionately at one day per month of service. (Circular No SCL 79/82 dated 27.8.1982)

Casual leave not availed of in any year is allowed to be carried over to the next 3 calendar years and can be availed on medical grounds.. Unavailed Casual Leave may be availed in the following year not exceeding a day on grounds of sickness without production of medical certificate.

An officer who has been promoted to officers` grade from clerical grade on or after 1.7.1979 can be allowed to avail of sick leave accumulated out of conversion of unavailed casual leave prior to his promotion, any time during the course of his service. (Ref. CHO/POS/18/92 dt. 1.6.92).

## 2. Special Casual Leave

**Special Casual Leave is allowed for the following purposes:**

- a) Family planning operations;
- b) Inability to attend the office due to imposition of curfew;
- c) For appearance of disabled ex-servicemen employees before medical Resurvey Boards or Artificial Limb Centres.
- d) For casting vote in General Election, on the day of polling to exercise their franchise, in case the constituency falls beyond the periphery of place of posting /Head quarter
- e) For donation of blood (SCL66/71 dated 24-12-1971) either on the same day or on the next day
- f) During imposition of curfew (**CHO/PMG/18/88 dt.26.4.88**) in Office area/residential area/ area between Residence and Office

## 3. Privilege Leave (Reg 33 of OSR)

A) One day for every eleven days of service on duty.

b) During the first year of service, it can be availed only after completion of 11 months of service.

**Calculation:** Total number of days leave (except casual leave and leave encashed) availed during the year is deducted from the total number of days in the year. The period so arrived at, is divided by 11. Residual fraction will be taken as one full day.

The leave earned by an officer shall be calculated upto date whenever he wants to avail the privilege leave. **Privilege leave encashed should not be deducted from the periods of service on duty for calculation of P.L in course of availing of LTC.**

On and from 1.1.1990, privilege leave may be accumulated up to 240 days maximum, except where leave has been applied for but refused by the Authority.

The leave earned by an officer shall be calculated upto date whenever he wants to avail the privilege leave.

## Encashment of PL

Encashment of P.L. is permitted on the following grounds:

- a) To an officer at the time of his retirement/to his/her legal heirs if he/she dies in harness to the extent such leave is available in his credit subject to a maximum of 240 days.
- b) Once in every block of 4 years when the officer avails LTC on any kind of leave (Ref. CHO/POS/7/92 dt.2.3.92), he can surrender and encash privilege leave for a period not exceeding 30 days. An officer may be permitted to encash 15 days

privilege leave in each block of 2 years (Ref. CHO/POS/10/92 dt.30.3.92). One day's additional privilege leave can be encashed for remitting to the Prime Minister's Relief Fund.

- c) For such encashment the officer will be paid one month's salary and allowances (inclusive of notional HRA for those who have been provided with Bank's Accommodation, at the rate for the month in which he proceeds on leave.
- d) Encashment shall normally be made not before 15 days from the date of proceeding on leave. Encashment will not be allowed after he has proceeded on leave. Encashment of PL other than at the time of retirement is taxable.

#### **4. Sick Leave (Reg 34 of OSR)**

- a) 30 days (on half pay basis) for each completed year of service subject to a maximum of 18 months during the entire service. Maximum sick leave accumulation can be upto 540 days (half pay).
- b) No credit is eligible after 18 years service (including service as Award staff).
- c) Sick leave can be availed on half pay basis. However, it can also be availed on full pay basis by debiting twice the number of days of leave availed.
- d) Generally medical certificate must be submitted for availing sick leave.

#### **5. Additional Sick Leave (Reg 35 of OSR 1979)**

On and from 1.1.89, where an officer has put in a service of 24 years, he shall be eligible for additional sick leave at the rate of one month for every year of service in excess of 24 years subject to a maximum of 3 months of additional sick leave. The benefit of commutation of Additional Sick Leave on full pay and allowances (as in the case of normal sick leave) may be allowed in all cases of additional sick leave availed on or after 29th June, 1999

#### **6. Maternity Leave (Reg. 36 of OSR)**

- a) With effect from 01.05.2010, Maternity Leave on substantive pay, shall be granted to a female officer for a period not exceeding 6 months on any one occasion and 12 months during the entire period of service.
- b) Within the overall period of 12 months, leave up-to 6 weeks may also be granted in case of miscarriage / abortion / MTP./ hysterectomy (up to a maximum of 45 days.) which can be extended up to 6 months on one occasion.
- c) Adoption of only one child through legal process subject to production of adoption deed, when maximum 30 days of leave is granted

## 7. Extraordinary Leave (Reg 37 of OSR)

When no other kind of leave is due, the officer may avail of extraordinary leave on loss of pay. Extraordinary leave can be availed of for 90 days at a time and for not more than 360 days ( up to 720 days if Board permits) during the entire service period. Such leave may be granted in combination with or in continuation of any kind of leave except Casual Leave.

## 8. Special Leave

a) For duty as Home guard (SCL68/71 dated 31-12-1971

b) For participation in sports and cultural activity of national/international importance (CHO/PMG/19/87 dated 29-07-1987) not exceeding 30 days in a calendar year

c) Sustaining injury while on duty. During the special leave, the officers are entitled to medical reimbursement only as per service regulations and not 100% as applicable to injury sustained while on duty.

e) **Special leave to office bearers of majority Officer's Organisation (w.e.f.**

**1.1.1990)** (Ref. CHO/POS/8/91 dt. 1.2.91).

Office bearers of AIUCBOF/Association ... Upto 21/17/7 days in a calendar year affiliated to AIUCBOF who are also office bearers to AIBOC/Central Committee of AIBOC/State or Regional Committee of AIBOC

## 9. Sabbatical leave (CHO/HRD/PMG/02/2007-08 Date: 24.10.2007)

**Purpose:** By availing this type of leave officers may temporarily be away from the service of the Bank to pursue higher studies or other activities which they are otherwise eligible to undertake as per rules of the Bank but are unable to do so while in full time service of the Bank, attend to personal work and/or for fulfilling family obligations etc, subject to their services being separable by the Bank for such period.

**Eligibility:** Permanent full-time employees who have completed 15 years of service or 40 years of age can avail of the facility of Sabbatical Leave Scheme for 5 years which can further be extended by another term of 5 years with the approval of Competent Authority

**Treatment of Leave period:** The period of sabbatical Leave will not be considered for payment of salary & allowances, any kind of perquisites or facilities (Housing, Transport, Medical, Leave Travel Concession etc), increments, Contribution to PF or qualifying service for payment of Gratuity, Pension etc.

**Competent Authority for acceptance/ rejection of Sabbatical leaves application:**

- |                               |                                  |
|-------------------------------|----------------------------------|
| a) CMD ( in his absence ED) : | for Officers in Scale IV & Above |
| b) ED/CMD :                   | for officers in Scale I to III   |

## **10. Joining Time Leave**

Seven days exclusive of journey time is permissible to officers for joining at the new place of posting. The joining time can be availed in two stages also with the prior permission of the appropriate authority. Unless specifically instructed not to avail joining time, the Officer is supposed to avail joining time at the time of transfer. Joining time cannot be prefixed to any leave. Joining time is to be availed within 6 months or on relief from the branch/office or within 3 months of the end of the academic session of child whichever is later

### **Imposition by Management**

Keeping in view the Preventive vigilance guidelines, the Bank has imposed the following restricted measure compelling the employee(s) to take leave so that he is away from his assignment for few days and wrong doings, if any, in his assignment comes to light.

## **11. Mandatory leave (CHO/PMG/39/2011-2012. Dated 08-12-2011)**

All members of staff will have to compulsorily avail leave at least for 12 days in each calendar year against the leave standing to their credit, after obtaining regular sanction from the Competent Authority. The Mandatory Leave may be availed in two tranche of 6 working days each or for 12 days at a stretch. When a staff member avails leave exceeding 12 days in calendar year, the stipulation of Mandatory Leave may be treated as complied in his/her case. The above policy will be applicable to all Staff members of the Bank irrespective of the fact whether they are working as "Frontline Staff" or "Back office Staff".

## **12. Sanctioning Authorities: ( For CL/PL/SL/Addl SL )**

- i) Branch Head for the officers of the branch except himself.
- ii) Zonal Head for all the Branch Heads & the officers of Zonal Office, except himself
- iii) Circle Head for all the Zonal Heads and the Officers/Executives of Circle Office, except himself
- iv) Departmental In Charge, HO for CL of the officers of his Department & HRM Department for all other leaves of the officers of HO and Circle Heads .

## **13. A) Lapse of Leave (Reg 38) :**

All leave to the credit of an officer shall lapse on resignation, retirement, death, discharge, dismissal or termination;

However leave encashment upto 240 days of privilege leave is allowed on retirement (including voluntary retirement and compulsory retirement under regulation 19 of OSR) and death.

In case of 'resignation' encashment of privilege leave upto 50% of leave balance standing to the credit of the officer is allowed subject in maximum of 120 days.

## **B) Clarification on all kinds of leave:**

a) For procedural purpose, all kinds of leave will be recorded in a calendar year, i.e. January to December every year and credit will be given on first day of January every year

b) Application for leave is to be made to the competent authority in writing not less than one month in advance except in urgent cases or unforeseen circumstances, including illness and casual leave. Application for extension of leave is to be made sufficiently in advance

c) An officer proceeding on leave shall hand over the charge of his post at the close of the last working day preceding the day on which he proceeds on leave. His leave shall be considered to commence from the next succeeding working day and end on the last working day preceding that upon which he reports for duty.

d) Combining of Leave:

THERE IS NO RESTRICTION REGARDING COMBINING OF PRIVILEGE LEAVE, SICK LEAVE, UNAVAILED CASUAL LEAVE WITH EACH OTHER. HOWEVER, THESE LEAVE CANNOT BE COMBINED WITH CASUAL LEAVE.

### **e) Leave eligible during first year of service in the bank as officer:**

Casual leave: One day per month for the remaining number of months during the first calendar year.

Privilege Leave: Can be availed only after completion of eleven months of services.

Sick Leave: Can be availed after completion of one year of service.

### **f) Leave Eligibility during the year of Retirement:**

Casual leave : 12 days irrespective of month of retirement.

Privilege leave : Proportionate credit will be given

Sick Leave : Those who have already completed 18 years of service are not eligible (Please also refer relevant para in this chapter for additional sick leave)

### **g) Availment of leave on Resignation / voluntary Retirement:**

Leave can be availed during the notice period subject to exigencies of service. Notice period will not be extended by such availment.

**Note:** Leave cannot be claimed as a matter of right, for which un-authorised absence or overstaying of leave without permission of Competent Authority is considered as misconduct