

# Study Leave Policy for pursuing Professional Course

## **1. Policy Overview**

Policy provides detailed guideline for the eligibility criteria, procedure to apply for the study leave, Duration of study leave, Nature of courses which will be considered under the policy.

Policy also provides detailed guideline for the deterrent measures for the employee attrition, emolument which will be paid to the employees during study leave and list of indicative courses which will be considered.

In long term, policy will help bank in creating a quality work force and will also provide avenues for the employees' academic and professional aspirations.

## **2. Policy Details**

### **I. Objective:**

To upgrade skills and knowledge of our bank officials and help bank create a quality workforce, policy aims to introduce a provision of study leave that may enable official to undergo course/programme in professional or technical subject in a reputed institution in India.

To meet the professional aspirations of officials and match them with the needs of the organization it is ensured through the policy guidelines that the course/ programme selected by the official to pursue study must have direct or close connection with not only his/her career path in the bank but also with the growth of bank business as a whole.

### **II. Eligibility Criteria:**

1. Applicant should be a confirmed officer of bank, having completed at least 5 years of service in officer cadre.
2. Official should have qualified CAIIB.
3. Official should have residual service of at least 5 years after completion of study leave.
4. An official will be eligible to be granted study leave only once during his/her entire career in the bank.
5. Should have excellent service track record with PAF rating for last three years not less than "Very Good".
6. Official who has been imposed with any major penalty in service will not be considered eligible for study leave.
7. Official against whom disciplinary proceedings are contemplated/ pending or who are under suspension will not be considered eligible for study leave.
8. Official who has executed service bonds and have not completed it will not be considered eligible for study leave.

### **III. Duration of Leave:**

1. Study leave will be sanctioned for the duration of maximum period of 24 months.
2. Study leave may be combined with other type of leave, but in no case, it will be grant of the study leave in combination with leave, other than extraordinary leave, involves a total absence of more than 36 months.
3. Official may commence his/her course during the leave taken in combination with the study leave subject to the conditions that the period of study leave will deemed to begin to run on the expiry of the other type of leave and that period of such leave coinciding with the course of study will not be counted as study leave.
4. Study leave will not be debited against the leave account of the official, further no leave will be credited to the leave account of the official corresponding to the study leave period.