

## **Leave Rules for Workmen Staff and Encashment of Privilege Leaves**

The leave rules of workmen staff are defined under chapter XIII of Bipartite Settlement amended up to date, which shall apply uniformly to all workmen. The consolidated leave rules are as under:-

### **GENERAL**

An employee who desires to obtain leave of absence other than casual leave shall apply in writing to the Manager or any other Officer appointed for the purpose. Such application for leave shall be made not less than one month before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances including illness when it is not possible to do so. The Manager or the Officer empowered by him in this behalf shall issue orders on such application as soon as practicable and in cases of an urgent nature immediately. If the leave asked for is granted, an order showing the date of commencement of the leave and the date on which the employee will have to resume duty shall be issued to him.

If an employee after proceeding on leave desires an extension thereof, he shall make an application in writing to the Manager or other Officer appointed for the purpose. Such application shall state the full postal and telegraphic address of the employee and shall be made in sufficient time to enable the management to consider the application and send a reply to him before the expiry of the leave desired to be extended. A written reply of either the grant or refusal of extension shall be sent to the employee at the address given by him if such reply is likely to reach him before the expiry of the leave originally granted to him.

If leave is refused or postponed, the reason for the refusal, or postponement, as the case may be, shall be mentioned in the order and a copy of the order given to the applicant.

No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.

Leave of all kinds cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority granting it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interest of the service. When an employee called back from leave, the bank will pay his travelling expenses to and from the place where he was spending his holiday. The employee will also be entitled to claim travelling expenses of his wife and children, provided they have accompanied him while going to such place or have gone to such place within a week of his going there and have accompanied him whilst returning from such place or have returned to the place of work within a week of his return to that place.

Gazetted holidays (that is Bank Holidays under the Negotiable Instruments Act) other than Sundays shall not be prefixed or suffixed to any leave without the sanction of the competent authority having been first obtained. An employee who overstays his leave (except under circumstances beyond his control for which he must tender explanation) shall not be paid his pay and allowances for the period he overstays and shall further render himself liable to such disciplinary action as the management may think fit to consider.

Leaves earned by an employee lapse on the date on which he ceases to be in service. Where an employee's services are terminated owing to retrenchment he shall be paid his pay and allowances for the period of privilege leave at his credit.

Unless he is permitted to do so by the authority, which granted him leave, an employee will not be entitled to return to duty before the expiry of the period of leave granted to him.

The first day of an employee's leave is the working day succeeding that upon which he makes over charge. The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.