

Policy for Mandatory Leave

Policy for Mandatory Leave contained in HRDD Circular No. 853 dated 21.04.2021 has now been reviewed by the Board in its meeting dated 25.11.2021. The salient points of the revised guidelines vis-à-vis the existent guidelines are as under –

S. No.	Existing Guidelines	Revised Guidelines
1.	Sensitive Posts/ Positions within the Bank are classified into two categories namely – <ul style="list-style-type: none">• Highly Sensitive – Away From Desk• Sensitive General	The two separate Sensitive categories are merged to one single category as Sensitive Positions or Areas of Operation.
2.	In addition to the employees under Highly Sensitive – Away From desk & Sensitive General categories, Head Cashiers & Workmen assigned with DBA ID also fall under the purview of Mandatory Leave Policy and they require to avail Mandatory Leave for at least 10 continuous working days.	Head Cashiers & Workmen assigned with DBA ID are excluded from the purview of Mandatory Leave Policy.
3.	Presently, Special Leave due to COVID is not considered for the purpose of Mandatory Leave.	Special Leave due to COVID is to be considered for the purpose of Mandatory Leave.
4.	Joining Time, Maternity Leave, Paternity Leave, Sabbatical Leave were considered for the purpose of availment of Mandatory Leave for the employees falling under Sensitive General category.	The provision for allowing these types of leaves for the purpose of availment of Mandatory Leave is discontinued except for Maternity Leave & Sabbatical Leave.

- The duration of Mandatory Leave for the employees working on “**Sensitive Positions or Areas of Operation**” has been revised to **at least 10 continuous working days, without prior intimation.**
- All employees who are not categorized as working on **Sensitive Positions or Areas of Operation** (as detailed in the policy) are **excluded from its purview.**
- The revised guidelines be implemented for the remaining employees in sensitive positions or areas of operation who have not availed mandatory leave for the current year 2021.

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In order to ensure the “**without prior intimation**” guidelines, Joining Time, Paternity Leave has been **excluded** and **Special Leave due to COVID has been included** in the policy for the purpose of Mandatory Leave.

Policy Governance

A. Policy Change and frequency of review

Policy will be reviewed as and when required to incorporate changes advised by Govt./ RBI / IBA etc. In any case, the policy will be reviewed annually.

B. Approval path

To be placed before Board through Steering Committee of the Board on HR.

1. Policy Overview

A. Objective

This policy is framed as a tool of preventive vigilance and an operational risk management measure. The policy, inter-alia, defines the number of days of leave to be availed by the employees falling under the category of **Sensitive Positions or Areas of Operation** as under –