

## **Sabbatical Leave Scheme for Women Employees to meet their special problems during their career**

A communication was received from the Ministry of Finance, Government of India, Department of Financial Services vide their letter No.9/20/2011-IR dated 28.02.2012 informing therein that the recommendations of Khandelwal Committee Report in respect of introduction of Sabbatical Leave to the Women Employees of Public Sector Banks (PSBs) to meet their special problem during their career has been accepted by the Government and all the Public Sector Banks.

In view of the above guidelines, the Sabbatical Leave Scheme for the women employees of the bank has been approved to meet their special problems during their career.

Workmen employees & Officers upto MMG Scale -III can apply for the sabbatical leave in the pro-forma enclosed along with the Appendix containing **Part-I to Part-II**.

Similarly, officers in SMG Scale-IV & above can apply for the sabbatical leave in the pro-forma enclosed along with the Appendix containing **Part-I to Part-III**.

The details of the Scheme are as under:

### **SABBATICAL LEAVE SCHEME - FOR THE WOMEN EMPLOYEES**

#### **1. Object**

A Scheme for women employees to meet their special problems during their career.

#### **2. Name of the Scheme**

The Scheme will be called as **Sabbatical Leave Scheme**

#### **3. Definition**

Bank would mean **Punjab National Bank**

**3.1.** "Competent Authority" - would mean a Competent Authority as prescribed under para 8 of this scheme.

**3.2.** "Employee" would mean a lady officer under PNB Officers' Service Regulation 1979 and a female workmen employee of the Bank whose service conditions are governed by the provisions of Awards/Bipartite Settlements.

**3.3. "Scheme"** would mean **SABBATICAL LEAVE SCHEME"**

**3.4.** All other words and expressions used in this scheme but not defined, and defined in the rules, regulations governing the service conditions of the employees will have the same meaning respectively assigned to them under the said rules, regulations & the service conditions.

#### **1. OBJECT**

A Scheme for women employees to meet their special problems during their career.

#### **2. NAME OF THE SCHEME**

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#### **3. DEFINITION**

Bank would mean Punjab National Bank.

**3.1** "Competent Authority" – would mean a Competent Authority as prescribed under para 8 of this Scheme.

**3.2** "Employee" would mean a lady officer under PNB Officers' Service Regulations 1979 and a female workman employee of the Bank whose service conditions are governed by the provisions of Awards/Bipartite Settlements.

**3.3** "Scheme" would mean **SABBATICAL LEAVE SCHEME.**

**3.4** All other words and expressions used in this Scheme but not defined, and defined in the rules, regulations governing the service conditions of the employees shall have the same meaning respectively assigned to them under the said rules, regulations & the service conditions.

#### 4. OPERATION OF THE SCHEME

The Scheme shall remain in operation till it is discontinued by the Board.

#### 5. ELIGIBILITY

5.1 The employee applying for leave should have put in a minimum of 5 years of service. Sabbatical Leave before completion of 5 years of service shall be sanctioned only in exceptional circumstances by the authority next above the Competent Authority, as specified under Para 8 of the Scheme.

5.2 However, following categories of employees shall not be eligible to seek Sabbatical Leave under this Scheme:

- a) Employees serving abroad under special arrangements/bonds.
- b) Employees who have executed service bonds and have not completed it.
- c) Employees against whom disciplinary proceedings are contemplate pending or who are under suspension.
- d) Employees appointed on contract basis.
- e) Any other category of employee as may be specified by the Board.

#### 6. PURPOSE OF SABBATICAL LEAVE

Eligible and willing employees can request for Sabbatical Leave for any purpose like medical grounds, care of family members or children, higher studies, visit spouse etc.

#### 7. PERIOD OF LEAVE

- i) The period of Sabbatical Leave shall be maximum of 2 years during their entire career;
- ii) The leave shall be taken for a period of atleast 3 months at a time and the leave shall not be taken more than once in a year.

#### 8. COMPETENT AUTHORITY FOR SANCTIONING LEAVE CATEGORY OF EMPLOYEE

CATEGORY OF EMPLOYEE		COMPETENT AUTHORITY
<b>A</b>	<b>WORKMEN EMPLOYEES/OFFICERS UP TO SCALE-III</b>	
	Working in Circle including Circle Office and FGM Office	Circle Head
	Working in HO Divisions	DGM(PAD)
<b>B</b>	<b>OFFICERS IN SCALE IV</b>	Executive Director looking after HR
<b>C</b>	<b>OFFICERS IN SCALE V &amp; ABOVE</b>	Chairman & Managing Director

#### 9. OTHER CONDITIONS

9.1 Only completed years of service will be reckoned for arriving at the minimum eligible service.

9.2 A mere request of the employee seeking Sabbatical Leave under the Scheme will not take effect until and unless it is accepted in writing by the Competent Authority.

9.3 Employee shall apply for Sabbatical Leave not less than 15 days before the date of commencement of such leave.

9.4 If the sabbatical leave has been sanctioned and employee wants to withdraw the sabbatical leave before proceeding on leave, notice not less than 7 days prior to proceeding on Sabbatical Leave, shall be required.

9.5 During availment of Sabbatical leave, if there is change in circumstances and employee wants to withdraw/reduce her sabbatical leave, the Competent Authority (i.e. Sanctioning Authority) may permit the same only after completion of minimum period of 3 months of sabbatical leave. The employee shall submit request to withdraw/reduce her sabbatical leave not less than 15 days prior to the proposed date of resuming the duties.

9.6 The employee shall not take up any employment / vocation / business / profession elsewhere during the Sabbatical Leave.

- 9.7 Employees on Sabbatical Leave shall not be eligible to participate in any Promotion Process during the Sabbatical Leave period, even if otherwise eligible.
- 9.8 The Competent Authority shall have absolute discretion either to accept or reject the request of an employee seeking Sabbatical Leave under the Scheme depending upon the requirement of the Bank. The reasons for rejection of request of an employee seeking Sabbatical Leave shall be recorded in writing by the Competent Authority. Acceptance or otherwise of the request of Sabbatical Leave will be communicated to her in writing.
- 9.9 If employee is permitted to join the duties before expiry of sanctioned sabbatical leave, the sabbatical leave availed by her shall be treated as sabbatical leave only and shall not be converted to any other type of leave.
- 9.10 Sabbatical Leave shall be without Pay, Salary, Allowances and any consequential monetary and non-monetary benefits including seniority, determination of seniority for promotion, superannuation benefits etc. Further, benefits like reimbursement of hospitalization expenses, bank's leased accommodation etc. shall also not be admissible. The period of Sabbatical Leave will also not be considered for increment or qualifying service for pension, leave etc.
- 9.11 No increments will be earned during the Sabbatical Leave and the employee will rejoin at the same stage of pay as was existing at the time of her availing the Sabbatical Leave.
- 9.12 No leave of any kind shall be credited for the Sabbatical Leave period. No type of leave shall be prefixed or suffixed to the Sabbatical Leave.
- 9.13 Official quarters / leased accommodation shall be vacated or surrendered before proceeding on leave.
- 9.14 The employee shall make herself available as witness in any investigation, court case, departmental enquiries etc. and shall be paid TA/DA for attending such proceedings.

## 10. LIABILITIES

- 10.1 All interest free loans/advances shall be adjusted by an employee before proceeding on Sabbatical Leave. However, the Sabbatical Leave Sanctioning Authority may at its discretion and at the option of the employee may permit the employee to proceed on Sabbatical Leave after obtaining appropriate undertaking.

If the outstanding dues in PF contribution and gratuity payable to an employee by the Bank are over and above the outstanding in the interest bearing loan accounts such as Housing Loan, Vehicle Loan etc., the Sanctioning Authority may permit moratorium on the installments of such outstanding loan accounts, during the period of Sabbatical Leave, subject to maximum period of 2 years and on resumption of duties by the employee, the repayment shall be re-worked and the employee shall pay the revised installments accordingly.

- 10.2 No loan facility for whatever nature shall be sanctioned during the Sabbatical Leave period.

## 11. PROCEDURE

An employee eligible to seek sabbatical leave under this Scheme should make a request on the prescribed application enclosed with this Scheme as **Annexure-A** or **Annexure-A1** as the case may be through proper channel addressed to the Competent Authority.

## 12. INTERPRETATION

In case of any doubt or difficulty in the interpretation of the terms and conditions of this Scheme, the decision of the Personnel Administration Division, Head Office of the bank shall be final and binding on all concerned.

**APPLICATION TO SEEK SABBATICAL LEAVE**  
**(FOR WORKMEN EMPLOYEES & OFFICERS UPTO SCALE III)**

The Circle Head/DGM(HRMD)

Circle Office/Division,

\_\_\_\_\_

**(Through Proper Channel)**

Sir,

**SUB: SABBATICAL LEAVE**

I intend to seek Sabbatical Leave in accordance with the terms and conditions stipulated in the Sabbatical Leave Scheme circulated vide Personnel Administration Division Circular No.\_\_\_\_\_ dated \_\_\_\_\_, which I have carefully read and understood the contents of the same.

2. I accept the terms and conditions stipulated in the Sabbatical Leave Scheme unconditionally and irrevocably.

3. I furnish the required particulars in the APPENDIX enclosed for consideration of my Sabbatical Leave under the above Scheme.

Yours faithfully,

**Signature of the Employee:**

**Name:**\_\_\_\_\_

**PF No.:**\_\_\_\_\_

**Designation:**\_\_\_\_\_

**BO/Division:**\_\_\_\_\_

**Place:**

**Date:**

**TO BE FILLED IN BY WORKMEN EMPLOYEES/OFFICERS UPTO SCALE III****PART – I**

<b>SL. NO.</b>	<b>PARTICULARS</b>	
1.	NAME OF THE WORKMEN EMPLOYEE/ OFFICER	
2.	EMPLOYEE NO. (PF NO.)	
3.	DESIGNATION	
4.	NAME OF BRANCH/OFFICE	
5.	DATE OF BIRTH	
6.	AGE AS ON DATE OF APPLICATION	
7.	DATE OF JOINING THE BANK (EXCLUDING THE TEMPORARY PERIOD, IF ANY)	
8.	NO. OF COMPLETED YEARS OF SERVICE IN THE BANK AS ON DATE OF APPLICATION	
9.	DATE OF ATTAINING THE AGE OF SUPERANNUATION	
10.	HAS THE EMPLOYEE EXECUTED ANY BOND? GIVE DETAILS THEREOF	
11.	HAS THE EMPLOYEE UNDERGONE ANY SPECIALIZED INTENSIVE TRAINING WITHIN BANK OR OUTSIDE BANK WITHIN LAST 5 YEARS? IF SO, GIVE DETAILS THEREOF	
12.	HAS THE EMPLOYEE TAKEN LOANS FROM THE BANK? IF YES, GIVE DETAILS THEREOF HEAD-WISE. CONVEYANCE LOAN, CONSUMER LOAN ETC. GIVE DETAILS OF AMOUNT OF LOAN SANCTIONED & THE OUTSTANDING BALANCE AS ON DATE OF APPLICATION.	
13.	WHETHER THE EMPLOYEE HAS BEEN IMPOSED ANY MAJOR OR MINOR PUNISHMENT DURING THE PRECEDING 5 YEARS, IF YES, GIVE DETAILS THEREOF.	
14.	WHETHER ANY DISCIPLINARY ACTION IS CONTEMPLATED/ PENDING	

## **PART-II**

### **15. I hereby declare:**

- a) That the information given above is complete and true
- b) That I intend to seek sabbatical leave in accordance with the terms and conditions stipulated in Sabbatical Leave Scheme which I accept unconditionally and irrevocably as circulated vide PAD Circular No. \_\_\_\_\_ dated \_\_\_\_\_.
- c) That I hereby undertake to repay all loans/dues etc. payable by me to the bank of whatever kind or nature.
- d) I undertake that I will not take up employment during the period of sabbatical leave.

### **SIGNATURE OF THE EMPLOYEE/OFFICER**

**Place:**

**Date:**

## **PART -III**

### **A) I hereby certify:**

- i) that the information given by Ms. \_\_\_\_\_ in her application of seeking sabbatical leave is correct on the basis of official record\*.
- ii) that no disciplinary action is pending or contemplated against Ms. \_\_\_\_\_

I recommend that the application of Ms. \_\_\_\_\_ seeking sabbatical leave be considered favourably.

### **BRANCH MANAGER/DIVISIONAL HEAD**

\*If disciplinary action is pending or contemplated, a brief detail of the same be attached, if need be in a separate sheet.

**APPLICATION TO SEEK SABBATICAL LEAVE**  
**(FOR OFFICERS IN SCALE IV & ABOVE)**

The AGM/DGM,  
Human Resources Development Division,  
HEAD OFFICE, NEW DELHI

**(Through Proper Channel)**

Sir,

**SUB: SABBATICAL LEAVE**

I intend to seek Sabbatical Leave in accordance with the terms and conditions stipulated in the Sabbatical Leave Scheme circulated vide Personnel Administration Division Circular No.\_\_\_\_\_ dated \_\_\_\_\_, which I have carefully read and understood the contents of the same.

2. I accept the terms and conditions stipulated in the Sabbatical Leave Scheme unconditionally and irrevocably.

3. I furnish the required particulars in the APPENDIX enclosed for consideration of my Sabbatical Leave under the above Scheme.

Yours faithfully,

**Signature of the Employee:**

**Name:**\_\_\_\_\_

**P.F. No.**\_\_\_\_\_

**Designation**\_\_\_\_\_

**BO/Division**\_\_\_\_\_

**Place:**

**Date:**

**TO BE FILLED IN BY THE OFFICER****PART-I**

<b>SL. NO.</b>	<b>PARTICULARS</b>	
1.	NAME OF THE OFFICER	
2.	EMPLOYEE NO. (PF NO.)	
3.	DESIGNATION	
4.	NAME OF BRANCH/OFFICE	
5.	DATE OF BIRTH	
6.	AGE AS ON DATE OF APPLICATION	
7.	DATE OF JOINING THE BANK (EXCLUDING THE TEMPORARY PERIOD, IF ANY)	
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**CIRCLE HEAD/DIVISIONAL HEAD**

**\*If disciplinary action is pending or contemplated, a brief detail of the same be attached, if need be in a separate sheet.**