

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.

An employee shall before preceding on leave intimate, to the competent authority his address while on leave, and shall keep the said authority informed of any change in the address previously furnished. An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.

The competent authority may require an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.

Leave may not be granted to an employee under suspension or against whom proceedings are pending.

For the purposes of this Chapter the term “Substantive pay” wherever it occurs means the aggregate of (i) basic pay, (ii) dearness allowance, (iii) house rent allowance, (iv) special and other allowances, if any (but excluding special allowance drawn as locum-tenens and officiating allowance, if any) which the workman would have drawn had he been on duty.

For the purposes of this Chapter, calendar year means the period 1st January to 31st December, each year.

1) PRIVILEGE LEAVE

The amount of privilege leave earned, which shall on substantive pay, shall be one month for completed service of 11 months. Privilege leave accruing to an employee shall be allowed to be accumulated up to a maximum of 270 days. However, encashment of privilege leave shall be restricted up to a maximum of 240 days. Privilege Leave other than for the purpose of availing the Leave Fare Concession should be applied not less than 10 days before the proposed date of commencement of such leave.

In calculating the period of 11 months of completed service by employees, the period of privilege leave enjoyed should not be counted. The calculation of privilege leave earned shall be done @ 1 day for 11 days of active service. Such calculation has to be done only for the limited purpose of calculation of entitlement. For calculating privilege leave all types of leave availed except casual leave will be excluded. The fraction of a day of earned leave, if any, shall be taken as a full day. The workmen will be eligible to avail of such leave only after the completion of 11 months of service.

If leave applied for by an employee has been refused, such employee will be entitled to accumulative leave in excess of the maximum 270 days prescribed until such time when the bank is in a position to grant him leave. The privilege leave due to an employee is the period, which he has earned, diminished by the period of leave actually taken.

An employee other than a member of the executive Committee of a registered trade union of bank employees will not be entitled to take privilege leave on more than 3 occasions in a calendar year, but there will be no limitation as to the minimum number of days for which leave may be taken on these occasions. In determining the number of such occasions, the following occasions shall not be included:-

- (i) When an employee has proceeded on privilege leave and is recalled to duty by the bank.
- (ii) When an employee has been granted privilege leave on grounds of sickness for a period of more than 4 days at a time on grounds of sickness on production of medical certificate.
- (iii) Privilege Leave taken on sick grounds when there is no credit in the sick leave account of the employee.

Where however, the reasons for the request by an employee for leave on more than four occasions in a year are adequate and genuine and it is not administratively inconvenient, such leave may be granted.

Privilege Leave encashment shall be permitted at the rate of 5 days for each calendar year at the time of any festival of the employee's choice. Employees who have completed 55 years of age and above shall be entitled to encash at the rate 7 days for each calendar year.

A workman at the time of his retirement, or his heirs, in the event of his death would be entitled to encash the accumulated privilege leave up to the maximum of 240 days.

On resignation of a workman employee, 50% of PL accrued on his leave account (Maximum 120 days) be encashed.

2) CASUAL LEAVE

An employee shall be entitled to casual leave up to a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously. It is reiterated that holidays and weekly offs prefixing/suffixing or falling within the period of Casual Leave will not be treated as part of Casual Leave. Casual Leave if extended beyond these limits shall be treated as privilege leave in respect of the entire period.

Casual leave may not be granted in combination with any other leave. Casual leave shall be earned by an employee during the first calendar year of his service on a pro rata basis at the rate of one day of each completed month or part thereof.

Casual leave shall be non-cumulative except as provided for unavailed casual leave under sick leave. Ordinarily, the previous permission of the sanctioning authority shall be obtained before taking such leave. When this is not possible, the said authority shall be informed as soon as practicable in writing or if writing is not possible, orally or through any person, of the employee's absence from work, reason thereof and of the probable duration of such absence. In any event a written application shall be submitted to such authority latest on the day the employee resumes duty. In no case will an employee take casual leave on frivolous grounds.

Casual leave is only intended to meet special or unforeseen circumstances for which provision cannot be made by exact rules. Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.

Casual leave may be taken on grounds of sickness without production of a medical certificate, provided the total period of sickness does not exceeds 4 days.

Any absence from duty without satisfying the requisite conditions under which leave may be taken or obtaining such leave on false grounds would justify any bank, after giving the employee an opportunity to explain, in not treating the employee as on casual leave, but as being absent without leave on loss of pay and allowances.

A workman on casual leave shall be entitled to pay and allowances as if he was on duty.

3) SICK LEAVE

An employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 18 months during his entire service, provided that where an employee has put in a service of over 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years, subject to a maximum of three months of such additional sick leave. Upon completion of 30 years of service, he shall be eligible for further additional sick leave of 3 months at the rate of one month for each year of service in excess of 30 years, subject to a maximum of 720 days in entire service.

Note:- i) Sick Leave will be granted on pro-rata basis during the first year of service.
ii) Women employees can avail sick leave for the sickness of their children of 8 years and below subject to production of medical certificate.

Sick leave shall be on half substantive pay, provided that an employee if he so requests, shall be permitted to avail of sick leave on full substantive pay up to a maximum of nine months during the full period of service, such leave on full substantive pay being entered as twice the amount of leave taken, in his sick leave account.

Additional sick leave admissible for service in excess of 24/30 years shall be on half substantive pay but shall be permitted on request on full substantive pay, such leave on full substantive pay being entered as twice the amount of leave taken in his sick leave account.

Further, upon completion of 30 years of service, he shall be eligible for further additional sick leave of 3 months at the rate of one month for each year of service in excess of 30 years, subject to a maximum of 720 days in entire service.

Casual leave not availed of by an employee in a calendar year shall be convertible into sick leave on full substantive pay and such sick leave in lieu of unavailed casual leave shall be over and above the maximum provided as above, provided that casual leave due to an employee in the first calendar year of his service shall not be convertible into sick leave.

Casual Leave converted into Sick Leave may also be availed without production of medical certificate for 4 days at a time once in a year or two days at a time, twice a year.

All sick leaves shall be granted on production of a medical certificate acceptable to the bank.

4) EXTRAORDINARY LEAVE

Extraordinary leave may be granted to an employee when no ordinary leave is due to him. In exceptional circumstances, Extraordinary Leave may be sanctioned (without wages) not exceeding 3 months on any one occasion and upto a maximum of 24 months during the entire period of an employees' service.

A competent authority may grant extraordinary leave in combination with or in continuation of leave of any other kind admissible to the employee.

No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not count for increments;

In exceptional circumstances, Extraordinary Leave may be sanctioned (without wages) not exceeding 3 months on any one occasion (up to 4 months in extreme medical circumstances) and upto a maximum of 24 months during the entire period of an employees' service.

Note:- The employees will not lose his seniority on account of availing extraordinary leave on Medical grounds.

Provided further that in the case of employees who are office-bearers of registered trade unions increments may be deferred only to the extent that extraordinary leave exceeds 2 months in any incremental year.

5) MATERNITY LEAVE

- a) Maternity leave which shall be on substantive pay shall be granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

Note: (i) in case of delivery of twins, the period of Maternity Leave shall be 8 months.

- (ii) Maternity Leave may be availed combining with any other kind of leave except casual leave

(b) In case of miscarriage/MTP/abortion, maternity leave may be granted as a rule upto 6 weeks on the basis of medical certificate/advice of a competent medical practitioner, i.e. a qualified gynaecologist. In special/exceptional cases involving medical complications, associated with miscarriage/MTP/abortion, maternity leave may be granted beyond 6 weeks if advised by a competent medical practitioner (qualified gynaecologist) but upto 6 months only on any one occasion, within the overall limit of 12 months during the entire period of service.

(c) Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 60 days.

Note: In the case of employees who have availed and exhausted Maternity Leave of 12 months, leave of 15 days shall be sanctioned over and above the same, subject to production of Medical Certificate.

(d) Leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age, for a maximum period of nine months, subject to the following terms and conditions: -

(i) Leave will be granted for adoption of only one child.

(ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed to the Bank for sanctioning such leave.

(iii) The permanent part-time employees are also eligible for grant of leave for adoption of a child.

(iv) The leave shall also be available to biological mother in cases where the child is born through surrogacy.

(v) The leave shall be availed within overall entitlement of 12 months during the entire period of service.

(e) Within the overall period of 12 months, leave may also be granted in case of hospitalisation on account of the following gynecological ailments/treatments upto a maximum of 30 days.

i. AUB (Abnormal uterine bleeding)

ii. Ovarian Tumor

iii. Tubectomy/Tubectomy reversal

iv. Post-Partum Depression (PPD)

v. Post-Partum Hemorrhage (PPH)

vi. Acute Pelvic Inflammatory Disease (Acute PID)

vii. Dysfunction Uterine Bleeding; Dysfunction (DUB)

6) QUARANTINE LEAVE

In case an employee is absent from duty on account of quarantine, the bank may, at the request of the employee, treat such absence up to a maximum of three months as privilege or sick leave if such leave is otherwise permissible.

7) LEAVE PREPARATORY TO RETIREMENT

An employee shall be paid on retirement the pay and allowances for such period for which the privilege leave was withheld.

8) SABBATICAL LEAVE SCHEME FOR WOMEN EMPLOYEES

The women employees of bank can take Sabbatical Leave to meet their special problems during their career. The period of leave shall be maximum of 2 years during their entire career and the leave shall be taken for a period of at least 3 months at a time and leave shall not be taken more than once in a year.

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

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.

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.

Competent Authority for sanctioning Sabbatical Leave to women employees working in Circle including Circle Office is Circle Head and for Working in HO Divisions is DGM, PAD, HO, New Delhi.

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.

CONDITIONS:

1. Only completed years of service will be reckoned for arriving at the minimum eligible service.
2. 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.
3. Employee shall apply for Sabbatical Leave not less than 15 days before the date of commencement of such leave.
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.
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.
6. 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
7. The employee shall not take up any employment/vocation/business/profession elsewhere during the Sabbatical Leave.
8. Employees on Sabbatical Leave shall not be eligible to participate in any Promotion Process during the Sabbatical Leave period, even if otherwise eligible.
9. 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.
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.
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.

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.
13. Official quarters/leased accommodation shall be vacated or surrendered before proceeding on leave.
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.
15. 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.
16. 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 instalments 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 instalments accordingly.
17. No loan facility for whatever nature shall be sanctioned during the Sabbatical Leave period.

9) SPECIAL LEAVE

An employee on special leave shall be entitled to pay and allowances as if he was on duty.

i) Special Leave to Office Bearers/Central Committee Members of Unions/Associations:

Special leave will be allowed to certain employees for attending meetings and conferences of trade unions of bank employees as provided below:-

- | | |
|--|------------------------|
| a) Principal Office-bearers of All India Workmen Unions/Associations | Upto 21 days in |
| subject to a maximum of- | a calendar year |
| i) 20 such members in the case of unions having more than 25% membership. | |
| ii) 15 such members in the case of unions having less than 25% membership. | |
| b) C.C. Members of All India Workmen Unions/Associations | Upto 17 days in |
| subject to a maximum of- | a calendar year |
| i) 40 such members in the case of Unions having more than 25% membership. | |
| ii) 30 such members in the case of unions having less than 25% membership. | |
| c) Office bearers of the Executive Committee of the State or Regional Level Units of All India Workmen Unions/ Associations | Upto 7 days in |
| subject to a maximum of- | a calendar year |
| i) 20 such members in the case of unions having more than 25% membership. | |
| ii) 15 such members in the case of unions having less than 25% membership. | |

The benefit of special leave as above shall be available only to those office bearers nominated for the purpose by the All India Workmen Unions/Associations at Industry level who are parties to the Settlement and signing it.

Further a workman may be granted special casual leave and any special leave as may be decided by the Board in accordance with the guidelines of the Government.

ii) Special Leave for giving evidence in civil / criminal departmental enquiry:

Workmen who are summoned to give evidence in a criminal case, a case before court martial, a civil case to which Government is a party in a departmental enquiry held by a properly constituted authority will be treated on duty for the period spent in complying with summons.

iii) Special Leave to blood donors:

The workmen who donate blood to a “recognized” “Blood Bank” are treated on special leave for that day, subject to production of satisfactory proof.

iv) Special Leave to workmen sustaining injury on duty:

Workmen sustaining injuries in the course of duty are treated on special duty for the period of absence required for treatment.

v) Special Leave to staff injured while resisting/apprehending/dacoits/robbers/terrorists:

Workmen who sustain injuries during the course of bank robberies/dacoities or as a result of terrorist attack may be given special leave for the period of treatment on production of a certificate from the Station House Officer in whose jurisdiction the officer was injured in the bank robbery/dacoity or as result of terrorist attack.

vi) Special Leave for Sports:

The facility of special leave to sportsmen/sportswomen provides that members of the staff who shall represent the Bank’s team in individual events or in teams in open tournaments/league matches or State Championships would be treated on duty for the actual number of days they are engaged but the same not exceed 30 days in a year.

Further, sportsmen/sportswomen selected to represent the State/Country in any national/International event may be allowed special casual leave for actual number of days spent by them to participate in the events including journey and camp period, if any, in addition to 30 days special casual leave in a calendar year already permitted to them.

vii) Special Leave to Artists:

Artists who are on the approved list of Doordarshan/All India Radio and are invited to act as Artists in Musical/Drama Programme only, organised by them for telecast/relay, may be considered for actual number of days required with a maximum 30 days in a calendar year.

Workmen, who are engaged/invited by Doordarshan/A.I.R as Debators, Commentators, Newsreaders, Directors, Writers, Comparers, etc., shall not be covered under the guideline.

viii) Special Leave for Mountaineering /Trekking Expedition:

- i) Special leave facilities for mountaineering / trekking expeditions may be granted by the Bank provided the expeditions are approved by the Indian Mountaineering Foundation or organised by the Youth Hostel Association of India.
- ii) The special leave facilities for mountaineering / trekking expeditions shall not exceed 30 days on one occasion and not more than three occasions in the employee’s entire career, with a gap of at least two years between two expeditions.

In exceptional circumstances the gap of two years could be relaxed at the bank’s discretion.

- iii) For each such expedition there should be approval of the Indian Mountaineering Foundation / Youth Hostels Association of India and a certificate should be produced for having participated in the approved expedition.

The competent Authority for sanctioning the Special leave for Sports, Artists and Mountaineering/ Trekking Expedition is Dy. General Manager, PAD, HO, New Delhi.

ix) Special Casual Leave to the Differently Abled Employees:

Differently abled employees with disabilities as defined in the Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, can be granted special casual leave for not more than 10 days in a calendar year subject to exigencies of work for their participation in conferences/workshops/seminars/training related to Disability and Development related programmes organized at National and State level agencies to be specified by the Ministry of Social Justice and Empowerment. Circle Heads/Divisional Heads are empowered to consider the request of differently abled employees for grant of special casual leave for the above said purpose.

x) Special Casual Leave for Promoting Small Family Norms:

Sterilisation: Sterilization shall mean any surgical operation performed on an eligible employee or his spouse by medical practitioner with the object of rendering such a person incapable of producing an offspring and the person shall not be deemed to be sterilized unless he/she produces a certificate to that effect from the medical practitioner who performed such an operation.

Sterilization operation must be conducted and certificate must be issued by an authorized competent authority of a Central Govt. Hospital or under the auspices of the Central Govt. Health Scheme. Where this is not possible sterilization by an institution recognized by the Central Govt. or Private Nursing Home/Private Hospital for the purpose will suffice.

The employees must be within the reproductive age group. In case of male employee, he should not be over 50 years and his wife should be within 20 to 45 years. In case of female employee, she must not be above 45 years and her husband must not be over 50 years of age.

The employee or his spouse should have one, two or three living children.

- (i) Six days special casual leave for male employees undergoing vasectomy operation.
- (ii) 14 days special casual leave for female employees who undergo non-puerperal tubectomy operation.
- (iii) One day's special casual leave to female employees who had IUD insertions.
- (iv) Upto 7 days special casual leave to male employees whose wives undergo non-puerperal tubectomy operation, subject to the production of Medical Certificate from the doctor who performed the operation to the effect that the presence of the employee was essential for the period of leave to look after his wife during her convalescence after operation.
- (v) Sunday and other holidays falling in between the period of special leave shall be taken into account for calculation of this special leave.
- (vi) This special leave shall not be prefixed or suffixed to any other kind of leave.

However, if an employee is required to avail further leave as a result of complications in operation and the application is accompanied by a medical certificate from the doctor who performed sterilization operation, the employee in such case may be sanctioned privilege leave or sick leave due to him and such additional leave should not be treated as special leave.

xi) Special Leave to Employees for Joining Territorial Army:

During any kind of National emergency, the employees who wish to join Territorial Army or Reserve Force will be treated on duty for the purpose of increments, gratuity and contribution to provident fund when they are called for training or for active duty in support of civil power or the regular forces.

xii) Special leave for defending another workman employee in an enquiry;

Para 12 (d) of Settlement dated 10th April 2002 says that “If the representative defending the employee is an employee of the same bank at an outstation branch situated outside the State, on a case to case basis as may be decided by the Bank, he shall be relieved on special leave (on full pay and allowances) to represent the employee and shall be paid one return fare. The class of fare to which he will be entitled would be same as while travelling on duty. In case of any adjournment at the instance of the bank/enquiry officer, he may be asked to resume duty and if so, will be paid fare for the consequential journey. He shall also be paid full halting allowance for the period he stays at the place of the enquiry for defending the employee as also for the days of the journeys which are undertaken at the bank’s cost”.

Explanation: “State” for the purpose shall mean the area which constitutes a political state.

xiii) Special Casual Leave for Absence of Employees on Account of Curfew, Riots, Prohibitory Orders, Natural Calamities and Floods, etc.:

Special Casual Leave may be granted to an employee on occasions when the branch where the employee is working or the place where the employee is residing is affected by curfew, riots, prohibitory orders, natural calamities, floods, etc.

xiv) Special Casual Leave physically/orthopedically handicapped employees:

4 days Special Casual leave shall be granted to all physically/orthopedically handicapped employees each year.

xv) Special Leave for Contagious Diseases:

In case of contagious diseases, incumbent incharge shall have the power to order compulsory leave with a view to segregate such employee from other employees of the staff. He shall not resume duties unless he submits a medical certificate that his presence in the office is harmless and is fit to carry on his normal duties. In all such cases, the incumbent incharge shall have the discretion of exhausting such leave due to the employee as may be in his best financial interest.

xvi) Paternity Leave:

Male employees with less than two surviving children are eligible for 15 days Paternity Leave during his wife's confinement. This leave may be combined with any other kind of leave except Casual Leave. The leave may be availed upto 15 days before or upto 6 months from the date of delivery of the child.

Note: Paternity Leave as above shall be allowed to employees with upto two surviving children for legally adopting a child who is below one year of age.

xvii) Special Sick Leave for Donation of Kidney/Organ:

Special Sick Leave up to 30 days may be granted to an employee once during his/her entire period of service for donation of kidney/organ.

xviii) Special Leave Facility during Elections:

(i) General Elections to Lok Sabha/State Assemblies:

Every eligible voter is entitled to be registered in the electoral roll of a constituency in which he ordinarily resides. In some cases, it may happen that an employee residing, and enrolled as a voter in a particular place/constituency (where election is to be held), may be employed in any office located at some other place. In such case, the employee may be granted special casual leave if his/her office does not happen to be closed on that particular day to enable him/her to exercise his/her franchise.

(ii) Biennial Elections to the State Legislative Councils from Graduates & Teachers Constituencies:

All employees who are university graduates and are bonafide voters in the elections to the state legislative councils from graduates & teachers constituencies may be allowed special casual leave on the day of the poll to enable them to exercise their right of franchise in such elections.

(iii) By-Elections:

a) Lok Sabha: State Government normally declares a local holiday in that particular area/constituency on the polling day (s) if the Election is held on day(s) other than Sunday/closed holiday. The bank may also follow the same practice in such cases. Special casual leave may be granted on the same grounds/circumstances as in the case of General Elections as mentioned above.

b) State Assemblies: In By-election to State Assemblies, the bank should not be closed. Employees should be given facility to exercise their franchise, either by way of coming late to office or by being allowed to leave office early or a short absence on that day, subject to the exigencies of the service. Special Causal leave may be granted on the grounds/circumstances as in the case of General Elections.

iv) Elections to Panchayat/Corporation/Municipalities or Other Local Bodies: The bank shall not be closed on the day (s) of election. The bank employees who are bonafide voters and desire to exercise the franchise should, however, be offered reasonable facility, subject to the normal exigencies of service, either by way of coming late to office or by being allowed to leave office early or a shorter absence on that day.

xix) Joining Time:

It is agreed by and between the parties that with effect from 25.05.2015, joining time of six days allowable under Para 511 of Sastry Award may be granted either immediately after relieving or within three months after joining the new place of posting.

xx) Courses of Specific Up-Gradation of Skills Conducted by National Stock Exchange:

The NISM exams being conducted only at 5 NSE centres in India, the staff appearing in any of the following exams and qualifying it (i.e. on obtaining minimum 60% marks) may be treated on duty:

1. NISM – Series-V-A: Mutual Fund Distributors Certification Examination
2. NISM Series-VI: DOCE (NSE)

Special leave for the day will be sanctioned to those employees also who appear in the test for National Stock Exchange's Certification in Financial Market (NCFM) and qualify. Special Leave will be provided only for the day on which the employees undertake the test and qualify the same to become eligible for the certificate. (The tests are conducted on line also and bank may prefer that employees should take the tests on line if the facility is available).

10) BEREAVEMENT LEAVE

In case of demise of any family member of the employee, he/she needs to be with the family in the hour of grief. The concerned employee himself/herself remains in distress and also his/her presence in family is required for making arrangements and to attend the funeral and other rituals as well as to cope up with the extreme circumstances.

Keeping in view of the same, "Bereavement Leave" as Special Leave is to be extended to the concerned employee. Salient Features of the Bereavement Leave are as under:

1. It will be a paid leave.
2. Maximum Period of leave will be 7 days for each instance.
3. The same may be availed within 15 days from the date of death of the family member (as defined under).
4. The expression "family" for the purpose of Bereavement Leave will include following members, irrespective of their being dependent or not:
 - i) Spouse of the employee.
 - ii) Children of the employee.
 - iii) Brothers / Sisters of the employee.
 - iv) Parents of the employee.
 - v) Parents-in-law of the employee.
5. The leave is to be availed at one stretch.
6. Leave, if not taken within stipulated time, will lapse.

Bereavement leave can be availed by all the employees.

11) HALF DAY LEAVE ON THE OCCASION OF BIRTHDAY

As, a goodwill gesture, Bank has introduced the concept of half day leave (Second half of the day) on the birthday to the concerned employee w.e.f. 01.02.2020.

General Conditions:

1. This leave will be admissible only on the birth date updated in HRMS record of the employee.
2. The concerned employee will obtain permission of the Leave Sanctioning Authority before proceeding on half day leave.
