

Leave rules for Bank Officers and Employees

This post provides updated detail of leave eligibility conditions for granting casual leave, special casual leave, unavailed casual leave, privilege leave, sick leave, additional sick leave, maternity Leave and paternity Leave, special leave for participating in sports events/trekking programmes, person who undergo sterilization operation for promoting small family norms, and extraordinary leave, Sabbatical Leave (Govt.) Scheme for women etc. and also when the bank can refuse leaves or recall an employee from leave. in terms of 10th Bipartite settlement/Joint note between Indian Banks Association (IBA) and United Forum of Bank Unions (UFBU).

Casual Leave rules for bank staff

The officers and award staff of the bank including permanent part-time employees are eligible for 12 days casual leave in a year with the entitlement of full pay and all allowance as if he/she was on duty. An officer or full time/part-time employee of the bank can take maximum 4 days casual leave at a time. The holidays and weekly offs prefixing/suffixing or intervening holidays within the period of Casual Leave will not be treated as part of casual leave. (The earlier restriction for award staff employees of maximum absence of 6 days including prefixing/suffixing holidays is now removed under 10th BPS). However, holidays except Saturdays and Sundays shall not be prefixed or suffixed to casual leave without the prior permission of the officer granting such leave. The officers are required to take permission from higher authority if they are not available in station on prefixing or suffixing holidays within the period of Casual Leave. Casual leave cannot be combined with other leaves like PL/SL/UCL or any other kind of leave.

Conditions for granting CL:

The casual leave will be credited to members' leave account at the beginning of a financial year. However, in the first year of service the member earns casual leave on pro-rata basis at the rate of one day for each completed or part of a calendar month. The leave of any kind cannot be taken as a matter of right. It may be refused by the officer granting such leave to a staff member when such leave causes inconvenience to public, or administration, and the work of the employee cannot be distributed and performed by the remaining staff or cannot be held up without inconvenience till his/her return to duty. The member who wants to go on leave shall obtain prior written or oral permission from the Branch Manager or from higher authority wherever applicable. If, for any genuine reason prior permission is not possible to be obtained, the employee shall at least communicate through telephone or any other quickest mode of communication to the higher authority. In any case, the leave application has to be

submitted on the day the employee resumes the duty. In case an employee overstays his/her casual leave for genuine reasons then the entire period of his/her absence can be debited to his PL account or Sick Leave if his/her absence is due to sickness supported by Medical Certificate.

The leave of any kind cannot be taken as a matter of right. Management can refuse the leave or member may be called back to report for the duty if the exigencies of service so required. If the absence is for frivolous reasons, then the Management can treat the entire period of absence including CL granted as absence without Pay.

Special Casual Leave:

Employees who donate blood to a recognized blood bank or bank sponsored blood donation drive are eligible for special casual leave for one day on the day of blood donation, subject to production of satisfactory documentary proof.

Un-availed Casual Leave rules for Bank staff

Casual leave not availed in a calendar year is convertible into unavailed casual leave (UCL) with full substantive pay except during the first year. However, UCL can be availed only on the grounds of sickness. The un-availed casual leave may be accumulated by the clerical and sub-staff for any number of years without any limit which they can utilize on medical grounds at any future time. However, the un-availed casual leave of any year can be utilized by an officer under medical grounds during the succeeding three years. For example, unutilized CL of the 2017 can be utilized by an officer in the years 2018, 2019 and 2020 only on sick grounds. After that it lapses. Unavailed Casual Leave can be availed by the Officers/employees/part time employees without Medical Certificate for 4 days at a time once in a year or two days at a time twice in a year. For one day on any number of occasions, Medical Certificate is not necessary. Unavailed casual leave can also be availed in combination with any other leave except CL.

Special Leave rules for bank staff

A staff member of the bank irrespective of the cadre, who undergo sterilization operation for promoting small family norms, will be allowed avail of special casual leave. Male officers/employees/permanent part time employees are eligible for 6 days special casual leave for undergoing vasectomy operations. Woman officers / employees / permanent part time employees are eligible for 14 days special casual leave for undergoing non-puerperal tubectomy operation. A male staff member is also eligible for 7 days special leave in case of his wife undergoes tubectomy operation subject to certain rules and conditions.

Special Leave for participating in sports events/trekking programmes etc :

Special leave may also be granted to the extent of 30 days in a financial year to the employees who participate in mountaineering expeditions, provided the expedition has been approved by the Indian Mountaineering Foundation, Ministry of Defence, New Delhi or Youth Hostels Association of India. This leave is, however, non-cumulative, to be sanctioned by Chief General Manager of the Circle. Leave may also be sanctioned for trekking expedition/ programmes. However, such leave may be availed of only twice in the entire service of an employee.

Extra-ordinary Leave:

An employee is eligible for extraordinary leave on loss of pay when no other kind of leave is due to the employee. This leave is granted not exceeding 3 months on any one occasion with a maximum of 24 months in the entire period of service. Can be combined with or in continuation of any kind of leave except CL. Period of leave on LOP shall not count for increments and increment date will be postponed

Privilege Leave (PL) rules for bank staff

The officers and award staff of the bank including permanent part-time employees are eligible for Privilege leave at the rate of one day for every 11 days of active service with the entitlement of full pay and all allowance as if he/she was on duty rules in Banks. While calculating credit of PL on the basis of active service, all kinds of leave availed except CL shall be excluded.

Conditions for availing PL:

Generally 4 occasions in a calendar year, though one occasion may comprise even a single day (known as PL under domestic grounds) a staff member avail PL. The privilege leave on more than 4 occasions in a year may be granted by the sanctioning authority, if the reasons for the request by an employee are adequate and genuine and such leave does not cause administratively inconvenient. PL can be availed for a maximum period of 30 days at a time. An officer is eligible to avail PL only after completion of 11 months of service. PL should be applied before 15 days of the proposed date of commencement of leave. PL on medical grounds can be granted for more than 4 days at a time on production of Medical Certificate which will not be counted in the above 4 occasions. The restriction with regard to number of times of availing PL, mentioned above does not apply to members of Executive Committee of a Registered Trade Union. A member of Executive Committee can avail PL for any number of times for organizational work.(of course, within his eligible leave). PL can be

accumulated up to 270 days and on retirement the encashment is restricted only to 240 days. In determining the number of such occasions, the following will be excluded;

- i. Grant of PL on the grounds of sickness subject to such leave being availed for a period of more than 4 days at a time on production of MC in the case of Award Staff/Permanent part time employees.
- ii. In the case of Officers PL under Medical grounds can be availed even for 1 day.
- iii. The members of the Executive Committee of the Registered Trade Unions of Bank Employees' Unions/Officers' Associations are entitled to avail PL on more than 4 occasions in a year for organisational work, if they have leave to their credit.
- iv. Availment of PL/LFC will be treated as domestic only. Sundays and holidays are permitted to be prefixed or suffixed to PL but intervening Sundays or holidays are included in leave.

Encashment of privilege leave:

- a) An employee at his/her option shall be permitted to encash one day PL for donation to Prime Ministers relief funds subject to his giving a letter to the bank to that effect and authorising the bank to remit the amount to the Fund. The leave so encashed is not to be deducted from the period of service for the purpose of calculation of PL.
- b) All staff members are entitled to encash PL for maximum of 30 days while availing LFC in a block of 4 years.
- c) All staff members are entitled to encash the accumulated PL to his/her credit at the time of retirement subject to a maximum of 240 days
- d) Staff members who resign are entitled for PL encashment 50% of PL balance subject to a maximum of 120 days.
- e) If an employee dies in service, his/her heirs will be paid salary for the leave accrued to him/her at the time of death subject to a maximum of 240 days.

Sick Leave rules for Bank staff

An employee is entitled to sick leave on half substantive pay, at the rate of one month for each year of service subject to a maximum of 18 months (540 days) during his

entire service, provided that where an employee has put in a service of 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 3 months of additional sick leave.

For availing sick leave the employee has to submit Medical certificate issued by a Registered Medical Practitioner acceptable to the bank or at bank's discretion from a Doctor nominated by them at their cost. An employee can convert the half-pay sick

leave in to full pay sick leave. But twice the period of leave will be debited. During the first year of service sick leave will be granted on prorated basis. Sick Leave can be availed for any number of days. An Officer or employee suffering from minor ailments can avail SL without producing medical certificate for 2 days on an occasion up to a maximum of 10 days in a calendar year provided he/she does not have any casual leave at credit. This leave can be availed by an officer even for 1 day. In respect of sick leave taken during a financial year, only the actual period of absence will be taken into account irrespective of the fact whether it was on full pay/half pay.

Sick Leave can be clubbed with PL, ML and UCL.

Additional sick leave:

An officer on completion of 24 years is eligible for additional sick leave at the rate of one month for each year of service subject to a maximum of 3 months. This additional sick leave will be available only after exhausting half pay sick leave. Additional Sick Leave can be availed only after completion of 24th, 25th and 26th years at the rate of one month for each completed year of service and the same can be availed either as full pay or as half pay.

Maternity Leave and Paternity Leave rules for bank staff

An Officer/Award Staff/Permanent part time employee on maternity leave shall be entitled for full emoluments. Every female employee is eligible for Maternity leave on full substantive pay, not exceeding 6 months on any one occasion subject to a maximum of 12 months during the entire period of service. Maternity leave is available even in the first year of service including during her period of probation. However the period of probation shall be extended to that extent. Maternity Leave can be combined with other kinds of leave, but total period of leave including Maternity Leave should not exceed 180 days on any one occasion.

Maternity leave can be availed for pre-natal and post-natal period or at the time of miscarriage or abortion on production of medical certificate. Maternity leave on account of miscarriage or abortion shall not exceed 6 weeks at a time. Competent Authority can grant leave of any other kind admissible with or in continuation of maternity leave provided the request is supported by sufficient medical Certificate. Maternity leave is calculated on a month to month basis. Within the overall period of 12 months, leave may also be granted in case of hysterectomy up to a maximum of 45 days.

Leave for legally adopting a child:

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 six 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

Paternity Leave for wife's confinement:

With effect from the 1st June 2015, male employees with less than two surviving children shall be eligible for 15 days. This leave may be combined with any other kind of leave except Casual Leave. The leave may be availed up to 15 days before or up to 6 months from the date of delivery of the child.

Sabbatical Leave (Govt.) Scheme for women:

Permanent female employees / officers with minimum of 5 years of completed service are eligible for sabbatical leave. Only in exceptional circumstances, permanent female employees / female officers with less than minimum of 5 years of service can apply. However, sanctioning of the leave under the captioned scheme shall be at the sole discretion of the Bank depending on the merits of individual cases. The Sabbatical leave (Govt.) may be availed by a woman employee/officer of the bank for any purpose like medical grounds, care of family members or children, higher studies, visit spouse etc. The period of Sabbatical leave (Govt.) shall be for a minimum period of 3 months at a time and the leave shall not be taken more than once in a year.

Under this Sabbatical (Govt.) Scheme, leave up to 2 years is permissible during the entire career. However, for officers, the total leave period including the leave availed under the earlier Sabbatical Scheme of the Bank; EOL Scheme shall not exceed three years in the entire career. In the case of award staff the total period including the leave availed under earlier Sabbatical Scheme, EOL and the extra ordinary leave envisaged under Bipartite shall not exceed three years in the entire career.

During the leave period, the Bank has the right to recall the employees/officers in case of exigencies by giving one month notice. Failure to report for duty in such instances shall be construed as misconduct. Employees/officers who intend to extend the leave for further period have to take up with Central Office (HRM Department) 3 months before completion of the sanctioned leave period. Any extension of leave without prior approval shall be treated as LOP/UAA and appropriate action shall be taken against the erring employees/officers.

The employee / officer shall not be eligible for the following during the Sabbatical leave period:

- a) Salary and other emoluments.
- b) LFC, Leave encashment, LFC encashment etc. (Any block falling within the leave period will get lapsed automatically).
- c) Bonus, ex-gratia, medical / hospitalization expenses, festival advance /interest free salary advance, expenses under staff welfare measures etc.
To undergo the promotion process that may occur/accrue during the leave period.e.
- d) To retain the bank quarters.
- e) To retain the leased accommodation if any provided.
- f) To retain bank's vehicle/telephone and other assets including ID card before proceeding on Sabbatical Leave.
- g) Any increments due during the Sabbatical leave period will be postponed for the period of leave. i.e. Service benefits such as Leave, Medical Aid, Leave Fare Concession etc., shall not accrue to the employee, during the period of Sabbatical Leave.
- h) Employees/ officers shall intimate to the Bank their leave address and telephone number/ e-mail ID for correspondence and any change has to be intimated immediately.
- i) The employees / officers desiring to leave the services of the Bank by resignation/voluntary retirement during the Sabbatical Leave period may do so by submitting the applications in the prescribed manner as per rules.
- j) The employee/officer shall make herself available to the Bank for any departmental enquiry, investigation, court case, etc., in respect of irregularities, if any, coming to light during the Sabbatical Leave period. On her failure to do so, she would be liable for appropriate action as deemed fit by the Bank.
- k) The employees/officers against whom disciplinary action/court cases/criminal cases/CBI cases are pending / contemplated can also apply for Sabbatical Leave but such cases will be considered on merits and the Bank's decision will be final.

After completion of Sabbatical Leave, the employee/officer shall rejoin in the same post and at the same stage of pay she was drawing at the time of proceeding on Sabbatical Leave. The employee/officer shall be advised at her last known address, before the expiry of the leave period, her place of posting.

In the unfortunate event of the death of the employee/officer during the Sabbatical Leave period, terminal benefits will be paid to the legal heirs as per the rules of the Bank after adjusting liabilities. The employee shall not take up any employment / vocation / business /profession elsewhere during the Sabbatical

When bank can refuse leaves or recall an employee from leave?

Leave of all kinds cannot be claimed as a matter of right. When the exigencies of 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 when considered necessary in the interests of the Bank. When an employee is 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 spouse and children and dependent parents having no independent source of income 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.

Some employees may submit medical certificate in support of their absence. If the Branch Manager has reason to believe that the medical certificates are not genuine, the employee may in consultation with the controlling authority be subjected to an examination by a Medical Board consisting of the Banks Authorised Doctor/Medical Officer, specialist in the field and a physician of repute.

When leave is refused by the Bank for any reason to an employee, who has at his credit the maximum permissible accumulated leave, he will continue to earn privilege leave and further accumulation of leave beyond the permissible limit will be allowed to him until the Bank is in a position to grant him leave. Privilege leave can be availed of by an employee only on two occasions in a financial year (except of course, under extraordinary circumstances). There shall be no contravention of this provision without justifiable reason. Employees should, therefore, plan their leave programme sufficiently in advance with a view to adhering to the stipulations referred to above.