

मानव संसाधन विभाग/ Human Resources Department

केन्द्रीय कार्यालय, यूनियन बैंक भवन/ Central Office, Union Bank Bhavan,
239, विधान भवन मार्ग, मुंबई/ Vidhan Bhavan Marg, Mumbai-400 021.

Staff Circular No.7194

Date: May 8, 2020

To: All Staff Members

COVID 19: Classification of Period of Absence during the Pandemic

1. The entire nation is grappling with the Novel Corona Virus (COVID-19) pandemic which has resulted in the present state of lockdown to contain its spread.
2. Under the circumstances, as means of communication are suspended across locations, state borders sealed, and places being classified as containment zones, many employees have not been able to come to work on account of number of reasons.
3. Bank has invoked its Business Continuity Plan and has taken all possible steps as well as given clear and elaborate directions to the field functionaries through a series of communications and circulars, for the measures and precautions to be taken to ensure essential services are extended seamlessly to the public while ensuring the safety of Bank's employees.
4. Under the circumstances, the period of absence from work by employees shall be classified as under:

Sl	Situation	To be treated as
	QUARANTINE	
1	Employees on Forced Quarantine due to shutdown/ seal of their place of residence by Local Authorities.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.
2	Employees on suggested Quarantine by the Bank, as per SC 7122 dated 20.03.2020 and SC 7124 dated 21.03.2020	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.

Sl	Situation	To be treated as
3	Employees on Home Quarantine on Doctor's advice, subject to submission of written advice.	Sick Leave
DUTY ROSTER		
4	All Offices / Branches where arrangement has been made as per roster for reduced attendance on working days OR alternate day work from home arrangement is in place.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty . Those who are not attending duty as per roster will be treated as on Privilege Leave during the period when such arrangement as per roster is in place.
OTHER SCENARIOS		
5	Employees who are Persons with Disabilities.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.
6	Pregnant / lactating employees who are not able to attend office during this period.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Sick Leave .
7	Employees with serious ailment or high health risk who are not able to attend office during this period.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Sick Leave .
8	All employees of Branch or Offices closed down or premises sealed as per direction of Local Authorities or due to imposition of Curfew in the area until their redeployment elsewhere.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.
9	Employees unable to attend office due to Curfew imposed in the area of their residence.	The days when employee is working from home as per approval of Branch / Department Head, will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.
10	Employees who went out of Station for official work under approved tour programme, but were not able to travel back to their base.	If the services of such employees are being utilized at any Branch / Office at their place of travel, they will be treated as On Duty , else to be treated as on Special Leave to be sanctioned by the Reporting Authority.
11	Employees who went out of station for other than official work on sanctioned leave with station leaving permission, but were not able to travel back to their base.	If the services of such employees are being utilized at any Branch / Office at their place of travel, they will be treated as On Duty , if not, they shall be treated as on Privilege Leave .

SI	Situation	To be treated as
12	Employees who went out of station for other than official work without prior permission, and were not able to travel back to their base.	Shall be treated on Unauthorized Absence.

5. The above classification shall be bound by the following guidelines:

5.1. The period of absence to be reckoned for the above would be from March 25, 2020 when the nation-wide lockdown was announced, or from the commencement of lockdown by any State Administration, as the case may be, till the end of lockdown in the area where an employee is posted or resides, as applicable.

5.2. Employees falling under 10 & 11 above are permitted to work at any Branch / Office at their place of travel, subject to approval of their Reporting Authority.

5.3. Wherever, Privilege Leave is not available to the credit of an employee, her/his Sick Leave shall be debited.

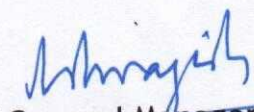
5.4. In case neither Sick Leave nor Privilege Leave is available to an employee, the days of absence will be treated as "EOL (Extraordinary leave) on loss of pay".

5.5. Provision is being made in Union Parivar for sanction of *Special Leave without loss of pay* on account of COVID-19, so that the Reporting Authority may sanction such leave in eligible cases. Branches / Offices are once again advised to maintain proper attendance rosters of their employees.

6. The reporting authorities must be guided as above, while treating the period of absence of employees under their jurisdiction.

7. The contents of this circular must be brought to the notice of all.

Stay active, stay safe.


Chief General Manager - HR

