

## **13. -: LEAVE RULE(S) :-**

*As per SC-6110 Dt.04.07.2014- Every employee must avail at least 10 days of Leave every year, subject to exigencies of Bank.*

Type	Eligibility	Entitlement	No. of Times	Other Terms
Casual Leave	All Employees	i.1 day per Month or, part thereof. ii.12 days per Year.	i. No Limit ii. Max. 4 days at a time.	It cannot be combined with any other Leave. Holidays falling within are not calculated.
Special C.L. for Family Planning	All Employees	1 day		Blood Donation
	Male Employees	6 days		Vasectomy operation
		7 days		Wife's non-puerepal tubectomy operation
	Female Employees	14 days		Non-puerepal tubectomy operation of self.
	All Employees	1 day		Self- IUD Insertion of self
	All Employees	Total period		Post-sterilization problems
Unavailed Casual Leave	All Employees	C.L.s, not availed in previous year are converted as U.C.L..	Single day – No Limit	No Medical Certificate is required
			2 days twice a year	
			4 days once a year	Medical Certificate is required
			On more occasions & beyond 3 days	
Privilege Leave	on Completion of 11 months of Service.	@1 day per completion of 11 days of Active Service. Accumulation upto 270 days, but encashment of PL is restricted to 240 days.	3 times in a year	i. Should be applied before 15 days ii. upto 15 days' PL can be encashed during 2 yrs' LFC iii. up to 30 days' PL can be encashed during 4 yrs' LFC
Sick Leave	on Completion 1 year of Service	15 days per Year, max. 270 days.	No Limit	Medical Certificate is required
Special Sick Leave		30 days in Career	Once	For Kidney donation
Additional Sick Leave	After 24 years of service.	15 days per Year, max. 45 days.	No Limit	If all Sick Leave is exhausted
Maternity Leave	Female Employees	12 months in Career	6 months on One occasion	In case of Adoption of one child below age of 1 year
Paternity Leave	Male Employees	15 days each time	Twice in Career	It can be combined with any Leave except C.L. It can be availed 15 days prefixing or, 6 months suffixing the delivery of child
Special Casual Leave	Physically Handicapped Employees	4 days per Year	Specific requirement on disability of Physically Handicapped Employees	Renewal of Disability certificate & Medical check-up
		10 days per Year		Participating in Conf./ Seminars/Traings/Workshops as specified by Govt.
Extraordinary Leave	All Employees	24 months in Career	3 months once	Without wages
Joining Time	On Transfer	6 days each time	No Limit. (in case of Request Transfer- Once in career	Within 3 months after Joining as per para 551 of Sastry Award
Special Leave for selected Leaders, only	Office Bearers	Upto 21 days per year	No Limit	All India Union/Association signing B.P.Settlement
	C. C. Members	Upto 17 days per year	No Limit	
	Office Bearers of State Unit	Upto 7 days per year	No Limit	State Unit of All India Union/Association
Special Leave on LOP	Employees after 7 yrs	Minimum- 6 months Maximum- 10 years In Career	2 times	on certain grounds
Sabbatical Leave on LOP	Employees after 7 yrs	Minimum- 5 years Maximum- 10 years In Career	2 times	Pursuing higher studies/research abroad
Sabbatical Leave on LOP	Women Employees after 5 yrs	Minimum- 3 months Maximum- 2 years In Career	Not more than once in a year	on certain grounds