

**For
State Bank of India**

Know Your Leave



**State Bank of India Staff Association
Bhubaneswar Circle**

blank

KNOW YOUR LEAVE

In today's fast paced work environment time away from the office is not a luxury- it's a necessity for maintaining health, productivity and moral. State Bank of India provides 42 types of leaves to its employees (Supervising & Award Staff).

In HRMS leave type drop down menu the following types of leaves are reflected for different category of staffs.

Sl	Leave Type	Who can avail
1	Casual Leave	All Employee
2	Casual leave Half Day First Half	All Employee
3	Casual leave Half Day Second Half	All Employee
4	Unavailed Casual Leave for Award Staff	All Employee
5	Privilege Leave (PL)	All Employee
6	PL for future FY	All Employee
7	Sick Leave	All Employee
8	Special Sick Leave	All Employee
9	Sick leave special child illness	All Employee
10	Sick leave (58 years & above) on spouse ground	All Employee of age > 58 years
11	Bereavement Leave	All Employee
12	Blood Donation Leave	All Employee
13	Special leave to cast Vote	All Employee
14	Leave due to curfew	All Employee
15	Home guard annual day	All Employee
16	Post Sterilization complication	All Employee
17	Rural service leave	All Employee
18	Special leave for Covid-19	All Employee

19	Special leave for defense representative in departmental enquiry	All Employee
20	NSML (Non-Sensitive Mandatory Leave)	All Employee
21	Maternity leave	Female Employee
22	Maternity leave for twins	Female Employee
23	Maternity leave for triplets	Female Employee
24	Extended maternity leave	Female Employee
25	Special maternity leave	Female Employee
26	Special maternity leave (SB-ID)	Female Employee
27	Maternity leave for IVF treatment	Female Employee
28	One day sick leave for women employee	Female Employee
29	Miscarriage leave	Female Employee
30	Abortion leave	Female Employee
31	Adoption leave	Female Employee
32	Hysterectomy leave	Female Employee
33	IUD insertion	Female Employee
34	Non-Perpectury tubectomy female	Female Employee
35	Special leave under SH-ACT	Female Employee
36	Paternity Leave	Male Employee
37	Male vasectomy	Male Employee
38	Non-Puerperal tubectomy Male	Male Employee
39	Union Leave	Office Bearers Only
40	Special casual leave for PWD	PWD Employee only

41	Compensatory Off Leave	Watch & Ward Staff only
42	Special leave injury on duty	Supervisory Staff only

1. Casual Leave

- An employee shall be entitled to avail casual leave up to a maximum of 12 days in a financial year.
- More than 4 days casual leave cannot be availed in a single instances, (maximum upto six days at a stretch including holidays falling in between)
- Holidays, weekly off, prefixing and suffixing holiday falling within the period of casual leave will not be treated as casual leave.
- Casual leave cannot be taken in combination with any other leave.
- Casual leave is available to an employee during the first year of service at the rate of one day per completed month on prorata basis (It is only applicable for the first year of the service and not rest of the service period).
- Casual leave may be availed on ground of sickness without production of medical certificate up to maximum 4 days.
- An employee on casual leave shall be entitled to “pay and allowances” as if he was on duty.

(Reference Circular: Cir 25/2001-2002, Cir 30/2001-2002)

2. Casual leave Half Day First Half

- In partial modification of clause 33 of settlement dated 25th May, 2015, 2 days of casual leave may be availed for half a day on 4 occasions in a year out of which 2 occasions in the morning and 2 occasions in the afternoon.

3.Casual leave Half Day Second Half

- In partial modification of clause 33 of settlement dated 25th May, 2015, 2 days of casual leave may be availed for half a day on 4 occasions in a year out of which 2 occasions would be in the morning and 2 occasions in the afternoon.

4.Unavailed Casual Leave(UCL) for Award Staff

- Casual leave not availed by an employee in a financial year (Maximum-12) shall be converted into unavailed casual leave.
- Unavailed casual leave can be used as sick leave on full pay.
- This can be availed without production of medical certificate for four days at a time once in a year or two days at a time twice in a year.
- Medical certificate is required when an employee avail unavailed casual leave for more than four days.
- An employee can avail single day unavailed casual leave upto exhaustion of the leave quota without production of medical certificate (There is no upper limit in regards to number of instances of leave taken, Circular: 83/1967).
(Reference Circular: CDO/P&HRD-IR/25/2015-16, DT 26.06.2015)

5.Privilege Leave

- 1 day privilege leave is earned for every completed 11 days of actual work done.
- For calculation of privilege leave a year is taken from April to March financial year.
- Privilege leave earned by an employee in a financial year is credited to his leave account at the beginning of the following financial year.
- Privilege leave should not be granted on prorata basis

before it is credited to the leave account.

- Privilege leave should be applied not less than 10 days before the propose date of commencement of such leave except for the purpose of LFC.
- PL can be availed by an employee only on four occasions in a financial year except under extra ordinary circumstances.
- Privilege leave taken on medical ground where there is no credit in the sick leave account of the employee, will not be counted on as an occasion of privilege leave.
- An employee is allowed to accumulate maximum up to 270 days PL but may encash up to 255 days at the time of retirement/death.
- In partial modification of clause V (i) of settlement dated 8th November, 1973, for calculating privilege leave, all types of leave availed except casual leave and mandatory leave will be excluded.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

ENCASHMENT OF PRIVILEGE LEAVE

An employee can encash PL in the following cases.

- i. Annual encashment of PL**
 - a. PL encashment shall be permitted @ 5 days for each calendar year any time at employee's choice.
 - b. Employees who have completed 55 years of age (as of date of apply) shall be entitled to encash 7 days PL for each calendar year.
 - c. The facility will have to be availed on or before 31st December every year.
- ii. On retirement**
 - a. At the time of retirement staff members are entitled

to encash PL upto a maximum of 255 days of PL.

iii. On VRS/ VRS on medical ground

- a. In case of VRS (after completion of 20 years of pensionable service) workmen are entitled to encash upto a maximum of 255 days of PL.

iv. On resignation

- a. A workmen who resign/resigned on or after 01-04-2001 after giving due notice, will be paid a sum equivalent to the emoluments in respect of PL to the extent of half of such leave to his credit on the date of cessation of service subject to maximum of 128 days (120 days paid through HRMS & 8 days will be paid manually).

(Reference Circular: CDO/P&HRD-PM/2/2021-22 DT 01.04.2021)

v. On death

- a. Upon death of a staff member the legal heirs of the staff member may be paid encashment PL accrued upto a maximum of 255 days.

vi. On availing LFC

- a. A staff member can encash 15 days PL in a Biennial block period and 30 days in a Quadrennial block period.

* Leave encashment received at the time of retirement or resignation is partially exempted from tax under Section 10(10AA)(ii) of the Income Tax Act. **The maximum exemption limit for this is ₹25,00,000** (w.e.f from April 1, 2023). If leave encashment is received by the legal heir of a deceased employee, the entire amount is **fully exempted from tax** in the hands of the recipient.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

6.PL for future FY

- When an employee wants to apply privilege leave for

the next FY in the current FY, he/she need to apply the leave in PL for future FY.

- The leave will be debited from the actual leave quota of the availing FY.

7.Sick Leave

- Sick leave can be availed when an employee fell sick due to various reason.
- Sick leave shall be granted to an employee on production of a medical certificate acceptable to the bank.
- A fitness certificate is required when an employee resume his/her duty.
- An employee shall be granted sick leave on half pay @ one month per each year of service subject to maximum of 720 days during the entire service.
- An employee shall be permitted to avail sick leave on full substantive pay up to a maximum of 12 months (360 days) during the entire service period.
- Such leave on full substantive pay being debited twice the amount of leave taken in his sick leave account.
- In case of emergency or when the period of leave is not known to employee, sick leave may be applied after resuming duty.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

8.Special Sick Leave

- Special sick leave up to 30 days can be granted to an employee once during his/her entire period of service for organ donation.

(Reference Circular: CDO/P&HRD-IR/25/2015-16, DT 26.06.2015)

9.Sick leave special child illness

- An employee can avail sick leave for the sickness of their special child of 15 years and below for a maximum

period of 10 days in a calendar year subject to production of medical certificate.

- **Definition of special child:** The term "special child" or "children with special needs". The children who require additional support due to various conditions like:
 - ❑ Physical disabilities (e.g., locomotors problems, visual impairment, hearing impairment)
 - ❑ Intellectual disabilities (e.g., Down syndrome, autism spectrum disorder)
 - ❑ Learning disabilities (e.g., dyslexia, dyscalculia)
 - ❑ Chronic neurological conditions
 - ❑ Any other disabilities as defined under Rights of Persons with Disabilities Act, 2016.

In addition to that a female employee/ single male parent can avail sick leave for the sickness of his/her child (not special child) of 8 years and below subject to production of medical certificate.

10.Sick leave (58 years & above) on spouse ground

- In partial modification of clause 36(b) of settlement dated 11th November 2020, in case of employees of age 58 years and above, sick leave may be granted towards hospitalization of the spouse at a center other than the place of work and for a maximum period of 30 days in a calendar year.

11.Bereavement Leave

- Bereavement leave is a paid leave granted to an employee on loss of his/her family member.
- For the purpose of bereavement leave the definition of family (Irrespective of being dependent or not) is as under

- Spouse of an employee
- Children of an employee
- Parents of an employee
- Parents-in law of an employee
- This leave can be taken for a maximum period of seven days (Including holidays in between) at a stretch for each instance of demise of the family member.
- This leave may be suffixed or prefixed to a holidays.
- It can be taken with PL or sick leave but not with casual leave.
- This leave will have to be completed within fifteen days from the date of demise of the family member, otherwise it will lapse.
- There is no provision for carry over or extension beyond the stipulated period.

(Reference Circular: CDO/P&HRD-PM/75/2017-18, DT 28.12.2017)

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

12. Blood Donation Leave

- An employee donating blood at any recognized Blood Bank of a hospital/Blood donation camp can be granted one day special casual leave on production of a certificate.
- This leave should not be granted for any day before/ after to that on which blood is donated.

(Reference Circular: 58/1983)

13. Special leave to cast Vote

- An employee is granted one day special casual leave to cast vote (Exercising franchise) unless the Election Day is declared as holiday under NI act.
- This leave is applicable for parliamentary/assembly/ three tier (Municipality/ Panchayat) election system.

- However no special leave shall be granted for the period of journey from work place and polling place.

14. Leave due to curfew

- When curfew is imposed by Govt. /local authority during entire working hours, the employees who are unable to attend the office should be treated as on special casual leave.
- If curfew is imposed for a part of working hour then the employee attends office during the non-curfew part of working hour should be treated as full day present.
- When an employee is not able to attend the office on account of imposition of curfew either at the place of residence or at the place which falls on the way to the Branch / Office, the absence could be treated as special casual leave.

(**Note:** Special leave should be permissible only if it is physically impossible for the employee to report on duty. No special leave should be given if it is possible for the employee to reach through any alternative route or if Govt. authorities have given special permission to move through the curfew bound area for to and fro journey.)

15. Home guard annual day

- Our employees are allowed to join officially sponsored auxiliary police organization, such as the Home Guards, National Volunteers Corps, Prantiya Rakshak Dal etc, provided this can be done without detriment to the official duties.
- The period of training and duty as Home Guards etc., is treated as special casual leave.

16. Post Sterilization complication

- Special leave is also granted to an employee developing post sterilization (vasectomy/tubectomy) complication

to cover the period for which the employee is hospitalized for a post operation complication on production of medical certificate.

17.Rural service leave

- Short Special leave of one or two days per month may be granted to an employee working at rural branch to indulge himself in some constructive activities in the rural area like community service, organizing social function, to check the accounts of small co-operative society in tribal area.
- This area should be nearer to bank or adopted by the bank.
- Similarly, when employees working in branches far away from rural area may be granted a maximum of 6 days rural service leave at a time in six month to do the same activities as stated above.
- Term and condition for the leave:
 - ❑ At an instance one employee of a branch is allowed to take the leave with branch having less than 30 employee.
 - ❑ Similarly two staffs are allowed in a branch where the staff strength is more than 30.

❑ **Sanctioning authority:**

Type of establishments	Sanctioning Authority
Branches upto scale IV	Regional Manager
DCB/RBO/CPC/AO	DGM (B&O)
LHO/ LHO Establish-ments	DGM & CDO

- ❑ Application for leave should be furnished full with details of work purpose and after resuming the

regular duty the employee concern should submit a report on the project undertaken to the BM/departmental head.

18.Special leave for Covid-19

- This leave was granted to the employee during the pandemic period of Covid-19 as declared by the Health and family welfare department of GOI.

19.Special leave for Defense Representative in departmental enquiry

- One day special leave may be granted to the Defense Representative to prepare the Defense Brief under a departmental enquiry.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

20.NSML (Non-Sensitive Mandatory Leave)

- Mandatory leave under vacation policy will be treated as “Special Leave “over and above the various types of leave available to the employees.
- Special leave shall only be available to the Employees/ Officers who will be sent on mandatory leave under the vacation policy maintaining element of surprise as per the policy.
- Employees manning the identified sensitive positions under the vacation policy are required to be away from their regular work/ office for 10 continuous working days in a single spell every year.

(Circular reference: CDO/P&HRD-PM/80/2024-25,
Dated-26-03-2025)

21.Maternity leave

- Maternity leave should be applied by an female employee within the period of confinement only (From the date of last menstrual period (LMP) to expected date of delivery (EDD))
- Maternity leave shall be on full pay.
- It shall be granted to a female employee for a period not

exceeding six months on any one occasion and twelve months during her entire period of service.

- Maternity leave may be availed in combination with any other kind of leave except casual leave.

22.Maternity leave for twins

- In case of delivery of twins, the maximum maternity leave shall be eight months.

23.Maternity leave for triplets

- In case of delivery of more than two children in one delivery, maternity leave shall be granted up to twelve months at a stretch.

24.Extended maternity leave

- In case of an employee who have availed and exhausted maternity leave of 12 months, another leave of 15 days may be sanctioned over and above the same subject to production of medical certificate.
- The medical condition should be related to maternity or related complications.

(Reference Circular: CDO/P&HRD-IR/66/2020-21 DT 02.12.2020)

25.Special maternity leave

- Within the overall period of 12 months, leave may also be granted in case of hospitalization on account of the following gynecological ailments/ treatments upto a maximum of 30 days.
 - ❑ AUB (Abnormal uterine bleeding)
 - ❑ Ovarian Tumor
 - ❑ Tubentomy / Tubectomy reversal
 - ❑ Post-Partum Depression (PPD)
 - ❑ Post-Partum Hemorrhage (PPH)
 - ❑ Acute Pelvic Inflammatory Disease (Acute PID)
 - ❑ Dysfunction Uterine Bleeding (DUB)

(Ref: CDO/P&HRD-IR/24/2015-16 dt 26.06.2015)

(Ref: CDO/P&HRD-PM/38/2019-20 dt 21.09.2019)

**26.Special maternity leave (SB-ID-
(Still Birth-Infant death))**

- Special maternity leave up to 60 days shall be granted in case of still born or death of the infant within 28 days of birth.

27.Maternity leave for IVF treatment

- Maternity leave may be granted for Invitro Fertility (IVF treatment) subject to production of medical certificate within the overall limit of 12 months.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

28.One day sick leave for women employee

- Women employees shall be allowed to take one day sick leave per month without production of medical certificate.

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

29.Miscarriage leave

- In case of miscarriage, maternity leave may be granted up to six weeks on the basis of medical certificate / advice of a competent medical practitioner, i.e. a qualified gynecologist.
- In special cases involving medical complications, associated with miscarriage, maternity leave may be granted beyond six weeks if advised by a qualified gynecologist but for a maximum up to six months only on any one occasion, within the overall limit of 12 months during her entire period of service.

(Ref: CDO/P&HRD-IR/66/2020-21 dt 02.12.2020)

30.Abortion leave

- In case of abortion, maternity leave may be granted up to six weeks on the basis of medical certificate /advice of a competent medical practitioner, i.e. a qualified gynecologist.
- In special cases involving medical complications,

associated with abortion, maternity leave may be granted beyond six weeks if advised by a qualified gynecologist but for a maximum up to six months only on any one occasion, within the overall limit of 12 months during her entire period of service.

(Ref: CDO/P&HRD-IR/66/2020-21 dt 02.12.2020)

31. Adoption leave

- Leave may also be granted to a childless female employee for legally adopting a child who is below one year of age.
- Leave will be granted once during the entire service for a maximum period of nine months subject to the following terms and conditions.
 - Leave will be granted for adoption of only one child.
 - The adoption of child should be through proper legal process and the employee should produce adoption deed for sanctioning of such leave.
 - The leave shall also be available to part-time permanent employees and biological mother in case where the child is born through surrogacy.
 - The leave shall be availed within overall entitlement of 12 months during the entire period of service.

(Ref: CDO/P&HRD-IR/25/2015-16 dt 26.06.2015)

32. Hysterectomy leave

- Leave may also be granted in case of hysterectomy (Removal of uterus by surgery) for a maximum period of sixty days within the overall limit of 12 months during the entire period of service.
- This leave may also be granted for removal of cervix, ovaries and fallopian tubes.

33.IUD insertion

- A female employee may be granted one day special casual leave for undergoing the Intrauterine Device (IUD) insertion procedure.

34.Non-Perpectury tubactomy female

- Special leave not exceeding 14 days to eligible female employee who undergo puerperal/ non-puerperal tubactomy operation.

35.Special leave under SH - ACT

- SBI's specialized policy for dealing with sexual harassment ("GARIMA") specifically allows for this 3-month special leave as interim relief, allowing the complainant to be away from the workplace while the investigation continues.
- This leave is granted as interim relief during the pendency of the inquiry to protect the employee from further trauma and ensure a fair, safe process.
- This is special paid leave, which means it shall not be debited against the leave account of the employee (it is over and above her regular entitled leave).

(Reference Circular: CDO/E&BC/GARIMA/3/2023-24, DT 07.09.2023)

36.Paternity Leave

- Paternity leave was introduced in 10th bipartite settlement w.e.f 1st June 2015.
- A male employee having up to two surviving children shall be eligible for 15 days paternity leave.
- He can also avail this leave for legally adopting a child who is below one year of age.
- The leave may be availed upto 15 days before or upto 6 months from the date of delivery of the child.
- This leave may be combined with any other kind of leave except casual leave.
- If a male employee apply paternity leave during

probation period, he may be granted leave for a period not exceeding 15 days on loss of pay and by extending the period of probation. The wages for such period may be paid to him only after his confirmation in the bank service treating the leave then as paternity leave.

(Reference Circular: CDO/P&HRD-IR/25/2015-16 DT 26.06.2015)

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

37.Male vasectomy

- Special casual leave not exceeding 7 working days to male employees who undergoes sterilization operation (Vasectomy).

38.Non-Puerperal tubectomy Male

- Special leave of seven days to male employee whose wives undergo non-puerperal tubectomy operation, subject to production of medical certificate from doctor that the presence of the spouse is essential for the period of leave to look after the wife during her convalescence after operation.

39.Union Leave

- Union leave is available to the Office Bearers of a registered union/ federation / association as mutually agreed by the bank.

40.Special casual leave for PWD

- The employees with benchmark disabilities may be granted up to maximum of four days special casual leave during the year for specific requirement relating to the disability of the employee only.
- The leave shall be available to the employee at the beginning of the financial year.
- The employee retiring during the financial year will also be eligible for four days special casual leave.
- This leave shall not be granted in combination with any other kind of leave however it may be suffix or prefix with holidays.

- There is no provision of carry-over of this leave to next financial year.
- Competent authority to sanction this leave will be the same as that of the casual leave.

(Reference Circular: CDO/P&HRD-PM/63/2018-19 DT 14.12.2018)

(Reference Circular: CDO/P&HRD-IR/29/2024-25 DT 15.07.2024)

41.Compensatory Off Leave

- This leave is applicable for watch & ward staff only.
- Watch & ward staff earn a day off for working on a public holiday or designated weekly holiday.
- This leave is granted as per the convenience of the bank within the next week of the same calendar month.

42.Special leave injury on duty

- For SBI employees (Supervising Staff only) injured on duty, there's a provision for Special Leave (Injury on Duty), often treated as duty leave (not regular sick leave) for incidents like armed robberies or accidents directly related to work, requiring bank approval and a medical certificate from a bank-approved doctor.



**OTHER LEAVE WHICH ARE APPLIED
OUTSIDE HRMS.**

1.Sabbatical Leave

- Sabbatical leave may be granted to women employee, single man (Unmarried/widower/ divorced), differently abled employee & employee having differently abled dependent.
- **Terms and conditions**
 - Minimum length of service required: 5 years
 - Employee having less than 5 years of service, may be sanctioned sabbatical leave only in exceptional circumstances by the competent authority.
 - Sabbatical leave shall be taken for a minimum period of 3 months at a time.
 - Sabbatical leave shall not be taken more than once in a financial year.
 - Women employees shall be eligible for sabbatical leave maximum up to two years during their entire period of service in the following cases
 - Medical Ground
 - Care of family member or children

- Higher studies
- Visit to spouse
- Single man shall be eligible for sabbatical leave up to two years during his entire period of service in following cases
 - Taking care of children and aged parents
- A differently abled employee and an employee having differently abled dependent shall be eligible for sabbatical leave up to two years during their entire period of service in the following cases.
 - Taking care of children
 - Taking care of spouse

Definition of differently abled employee:

- Person suffering from blindness or low vision
- Suffering from hearing impairment
- Locomotor disability or Cerebral Palsy
- Leprosy cured
- Mental retardation
- Mental illness
- Multiple disabilities

N.B. In the above cases the employee concerned needs to produce copy of disability certificate issued by appropriate authority and should be incorporated in HRMS.

- The sabbatical leave shall be without pay, salary, allowances, perquisites and any other consequential monetary and non- monetary benefits.
- No increment shall be earned during the sabbatical leave.

- The employee will rejoin at the same stage of pay as was existing at the time of his/her availing sabbatical leave.
- The period of leave will not be counted for the service eligibility.
- This period will be on loss of pay/ loss of seniority and will not be counted for pension/ promotion/ gratuity and other benefits.
- His/ her place of posting may change at the time of rejoining.
- The employee on sabbatical leave may be considered for promotion, provided that they fulfill the eligibility criteria for the next promotion before proceeding on leave.
- For employees who are covered under national pension scheme (NPS), it will be responsibility of the employee to contribute the minimum employee contribution for continuation of PRAN. No contribution will be made by the bank during the period of sabbatical leave.
- The employee shall not take up any employment / vocation/ business/ profession elsewhere during the period of sabbatical leave.
- The bank shall have the right to cancel the sabbatical leave granted to the employee without assigning any reason and the said employee have to rejoin the bank immediately once the leave is canceled.
- While granting the sabbatical leave, the sanctioning authority may consider the administrative and other exigencies before sanctioning the same.
- During the period of sabbatical leave the employee

concerned will continue to pay income tax/ repayment installments for any loan/advances granted to him by the bank from own sources.

- During the period of sabbatical leave leased house/ staff quarter facility may be extended by the bank but not for the cause in case of spouse joining facility.
- When an employee resigns from bank service within one year from the date of rejoining from sabbatical leave, he/she shall refund full leased rental/ commercial rent of bank leased accommodation/ banks staff quarter which was provided to him/her during the period of sabbatical leave.
- Bank may allow cancellation of sabbatical leave before expiry of the sanctioned leave duration subject to not before three months.
- However sabbatical leave once sanctioned and cancelled later on, it cannot be converted to any other kind of leave.
- During the period of sabbatical leave the employee shall be allowed for reimbursement of medical expenses in respect of self & dependents as he/ she was in service except leave granted in case of joining spouse at abroad.
- The sabbatical leave can be extended/ continued subject to prior approval of the competent authority before the expiry of current sanctioned period subject to fulfillment of terms and conditions as stated above, and this will be counted as one occasion.

Ad- minis- trative Mat- ters	Sanctioning Authority for employee who have completed minimum 5 years of service	Sanctioning Authority for employee with less than 5 years of service
Up to 90 days	Concerned RM / Controlling Authority not below the rank of SMGS-V	Deputy General Manager (B&O)/ DGM & CDO
	For CC & CC establishments : AGM (OAD)	GM (CS)
Upto 180 days	DGM (B&O)/ DGM & CDO	GM (Networks)
	For CC & CC establishments : Head of the department not below the rank of DGM	GM (CS)
Upto 360 days	General Manager	CGM/ CGM (HR)
Upto 2 years	CGM/ CGM (HR)	CGM/ CGM (HR)

2. EXTRA ORDINARY LEAVE (EOL) ON LOSS OF PAY

- Extra ordinary leave may be granted to an employee when no ordinary leave is due to him. In other words, when an employee has exhausted all types of leave available to him/ her (CL,UCL,PL & Sick Leave)
- The duration of EOL shall not exceed 90 days on any one occasion and 24 months during the entire period of service.

- EOL is on loss of pay.
- The competent authority may sanction EOL in the following cases:
 - Employees own sickness
 - Sickness of spouse and children
 - For appearing in examination
 - For pursuing higher studies
 - For any other reason beyond the control of employee
- EOL on loss of pay does not normally count for increment & seniority.
- However, CGM of a circle or CGM (HR) in case of an employee working in corporate center are the competent authority to restore the seniority and count the period of EOL on loss of pay for increment, seniority ,etc. up to 360 days in the following cases:
 - Employees own sickness
 - For pursuing higher studies
- Bank may grant EOL in combination with any other leave except casual leave.
- EOL on loss of pay is subject to the sanction by the appropriate authority and cannot be availed by the employee on his own.
- Management has the discretion to satisfy or to not satisfy to the reason for the absence.
- When the employee is likely to exceed the limit available under bi-partite settlement, the bank will serve notice and warning for the consequences.
- All cases of EOL should be referred to the controlling authority for sanction.

- Extra-ordinary leave on loss of pay shall be sanctioned by the following authorities as provided below.

AWARD STAFF WORKING AT	AUTHORITY TO SANCTION EOL	NO OF DAYS
Branches	Assistant General Manager Deputy General Manager General Manager	Upto 90 days Upto 180 days Upto 360 days
Administrative offices	Deputy General Manager General Manager	Upto 180 days Upto 360 days
Local Head Offices, Staff Training centers & LHO Establishments	Departmental head not below the rank of Assistant General Manager Deputy General Manager & CDO General Manager	Upto 90 days Upto 180 days Upto 360 days

/P&HRD-IR/25/2015-16 dt 26.06.2015)



GENERAL INSTRUCTIONS

- a) An employee who desires to obtain leave, other than casual leave, shall apply through individual HRMS portal. Such application for leave shall be made not less than 10 days before the date from which the leave is to commence, except in urgent cases for unforeseen circumstances including illness when it is not possible to do so. The Branch Manager or the officer authorised for the purpose shall issue orders on such application 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/her.
- b) If an employee, after proceeding on leave, desires extension thereof, he shall apply through HRMS. Such application shall state the full postal address of the employee, and shall be made in sufficient time to enable the management to consider the application and send

reply to him before the expiry of the leave desired to be extended. A written reply either of the grant or refusal or 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.

- c) If the leave is refused or postponed, the, reason for the refusal, or postponement, as the case may be, shall mentioned in the order, and a copy of the order is to be given to the employee.
- d) 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.
- e) 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 by that authority when consider this necessary in the interests of the Bank. When an employee is called back from leave, the bank will pay his travelling expenses to and fro from the place where he was pending his /her holiday. The employee will also been en-titled to claim travelling expenses of his / her spouse and children and dependent parents having no independent source of income provided they have accompanied him/her while going to such place or have gone to such place within a week of his/her going there and have accompanied him/her whilst returning from such place or have returned to the place of work within a week of his/her return to that place.
- f) Gazetted Holidays (i.e., Bank Holidays under the

Negotiable Instruments Act) other than Sundays and 2nd & 4th Saturdays shall not be prefixed or suffixed to any leave without sanction of the competent authority having been first obtained.

- g) An employee who overstays his leave (except under circumstances beyond his control for which he must tender a satisfactory 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.
- h) Leave earned by an employee lapses 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 privilege leave at his credit, maximum upto 255 days.
- i) The first day of an employee's leave is the working day succeeding that upon which he hands over charge. The last day of the employee's leave is the working day preceding that upon which he reports his return to duty.
- j) An employee shall, before proceeding 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.
- k) An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.
- l) The Competent Authority may require an employee who has availed himself 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.

- m) Leave may not be granted to an employee under suspension or against whom proceedings are pending.
- n) A financial year means the period from 1st April to 31st March of the succeeding year. The existing procedure of computing entitlement to privilege as well as casual leave of the employee on calendar year basis has been changed to financial year basis with effect from 01.04.2003

~ Leave Is Not A Right ~

