

## **CASUAL LEAVE**

13.22 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 and provided that holidays and Sundays may not be combined with such leave in such a way as to increase the absence at any one time beyond six days, but if extended beyond these limits it shall be treated as privilege leave in respect of the entire period. Casual leave may not be granted in combination with any other leave.

13.23 Casual leave shall be non-cumulative except as provided in Clause 13.31 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.

13.24 Casual leave is only intended to meet special or unforeseen circumstances for which provision cannot be made by exact rules. Holiday except Saturdays and Sundays shall not be prefixed or suffixed to casual leave without the previous permission of the officer granting such leave.

13.25 Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.

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

13.27 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.

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

(Para 13 of BPS dated 19.10.1966)

It is hereby clarified that 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 for each completed month or part thereof.

(Para 4 of BPS dated 31.10.1979)