

## LEAVE RULES

13.1. From the date of operation of this settlement the following leave rules shall apply uniformly to all workmen.

13.2. An employee who desires to obtain leave of absence other than casual leave, shall apply in writing to the manager or any other officer appointed for the purpose. Such application for leave shall be made not less than one month before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances including illness when it is not possible to do so. The Manager or the Officer empowered by him in this behalf shall issue orders on such application as 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.

13.3. If an employee after proceeding on leave desires an extension thereof, he shall make an application in writing to the Manager or other officer appointed for the purpose. Such application shall state the full postal and telegraphic address of the employee and shall be made in sufficient time to enable the management to consider the application and send a reply to him before the expiry of the leave desired to be extended. A written reply either of the grant or refusal of 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.

13.4. If the leave is refused or postponed, the reason for the refusal or postponement, as the case may be, shall be mentioned in the order, and a copy of the order given to the applicant.

13.5. 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.

13.6. Leave of all kinds cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave on any description is reserved to the authority granting it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interest of the service. When an employee is called back from leave, the bank will pay his traveling expenses to and from the place where he was spending his holidays. The employee will also be entitled to claim traveling expenses of his wife and children 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.

13.7. Gazetted holidays (that is Bank Holidays under the Negotiable Instruments Act) other than Sundays shall not be prefixed or suffixed to any leave without the sanction of the competent authority having been first obtained.

13.8 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 period of privilege leave at his credit.

13.9. Unless he is permitted to do so by the authority which granted him leave, an employee will not be entitled to return to duty before the expiry of the period of leave granted to him.

13.10. The first day of an employee's leave is the working day succeeding that upon which he makes over charge. The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.

13.11. 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.

13.12. An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.

13.13. The competent authority may require an employee who has availed himself of 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.

13.14. Leave may not be granted to an employee under suspension or against whom proceedings are pending.

13.15. For the purposes of this Chapter the term "Substantive Pay" wherever it occurs means the aggregate of (i) basic pay, (ii) dearness allowance, (iii) House rent allowance, (iv) Special and other allowance, if any (but excluding special pay drawn as locum tenets and officiating pay, if any) which the workman would have drawn had he been on duty.

13.16. For the purpose of the chapter, calendar year means the period 1st January to 31st December, each year.

(BPS dated 19.10.1966)

An employee who overstays his leave (except under circumstance beyond his control for which he must tender explanation) shall not be paid his pay and allowance for the period he over stays and shall further render himself liable to such disciplinary action as the management may think fit to consider.

(Para 12 of BPS dated 05.01.1987)