

## **LEAVES UNDER GOVERNMENT GUIDELINES**

A) FOR BLOOD DONATION - One day special casual leave on the day of donation. Employee has to produce a certificate from the medical officer of the hospital where he has donated blood.

B) FOR EXERCISING FRANCHISE – ELECTION - Where ever the Central or State Government has advised granting of special casual leave to its employees for exercising their franchise in connection with Parliamentary or Assembly Elections, special casual leave on the same terms and conditions may be allowed to the employees of the banks.

C) FOR NON-ATTENDANCE OF OFFICE DUE TO CURFEW –

- i) Where an employee was not able to attend the Office on account of imposition of curfew either at the place of residence or at the place of work, the absence should be treated as special casual leave.
- ii) If the curfew was imposed only for a part of the working hours either at the place of residence or at the place of work, the employees who attended the office during the non-curfew part of working hours should be treated as having attended for the full day and the absence of those employees who did not attend during the non-curfew hours should be adjusted against their usual leaves.
- iii) This special casual leave is provided only where it is physically impossible to attend office. This leave is also granted when it is impossible to reach office from curfew bound area which falls between the route from residence and office of the employees and it is also not possible to reach office even avoiding such route and the Government authorities have not permitted employees to travel through curfew bound areas.

D) FOR FAMILY PLANNING - Special casual leave is granted in the following cases as per Govt. directives to promote family planning:

- I. 6 days special casual leave to male employees for undergoing sterilisation (Vasectomy Operation)
- II. 14 days special casual leave for female employees who undergo non puperal/puperal tubectomy operation.
- III. 1 day special leave to female employees who had IUD insertions.
- IV. 7 days special casual leave to male employee whose wife undergoes non-puperal tubectomy operation subject to the production of medical certificate from the doctor who has performed the operation, to the effect that the presence of the employee is essential for the period of leave to look after the wife during her convalescence after the operation.
- V. An employee developing post-operative complication after sterilisation may be granted special casual leave to the extent of the period for which he or she is hospitalised for such post operative complications, subject to production of necessary certificate from the concerned hospital authorities/authorised medical attendant.
- VI. An employee is not entitled to special casual leave after maternity leave, if the sterilisation operation/re-canalisation was done during the maternity leave.
- VII. The special casual leave connected with sterilisation, re-canalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However special casual leave cannot be prefixed both to casual leave and regular leave. Special casual leave may either be prefixed to regular or to casual leave and not both. Similarly, special casual leave may be suffixed either to regular leave or to casual leave and not both. The

intervening holidays and/or Sundays be prefixed/suffixed to regular leave as the case may be.

E) FOR ATTENDING COURTS OR ENQUIRIES - Special leave should be granted to employee who is summoned to attend Courts or departmental enquiries outside the Bank for giving evidence on behalf of the Bank.

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