

MATERNITY LEAVE

(a) Maternity leave, which shall be on substantive pay, shall be granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

(b) Within the overall period of 12 months, leave may also be granted in case of miscarriage/abortion/MTP.

(c) Leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age for a maximum period of two months or till the child reaches the age of one year, whichever is earlier subject to the following terms and conditions:-

(i) Leave will be granted for adoption of only one child.

(ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed

to the Bank for sanctioning such leave.

(iii) The temporary and part-time employees are not eligible for grant of leave for adoption of a child.

(Para 26 of BPS dated 27-03-2000)

A competent authority may grant leave of any other kind admissible to the employee in combination with or in continuation of maternity leave if the request for its grant is supported by sufficient medical certificate.

(Para 13.38 of BPS dated 19.10.1966)

