

LEAVE RULES

General Rules: For calculation of leave, the period will be the calendar year from 01st January to 31st December. Any leave other than CL (Casual Leave) shall be applied in writing/in system well in advance as stipulated in the Bipartite Settlement (Except Illness & Unforeseen Circumstance). In such occasions, inability to attend office shall be communicated through any mode to the Branch/Office in which the employee is posted or on deputation. Request for extension of leave shall be made in writing well in advance i.e., before expiry of the sanctioned leave. 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. Leave is not a matter of right. Gazetted holidays (other than Sundays) cannot be prefixed or suffixed to any leave without the sanction of the competent authority.

Denial or Postponement of Leave: As provided in clause 13.4 of the settlement dated 19th October, 1966, a provision will be put in place to record the reason for refusal or postponement of leave by the management. Reason for refusal should be placed on record. (Clause:26 of 12th BPS 08.03.2024).

Call Back from Sanctioned Leave: If an employee is called back from a sanctioned leave before expiry of the leave, the bank will pay to and fro travelling expense from the place of recall. If his/her family has accompanied, the bank will pay their travelling expense also.

Casual Leave:

- 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.
- Casual Leave if extended beyond these limits (4 days) shall be treated as privilege leave in respect of the entire period.
- Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.
- Casual leave may not be granted in combination with any other leave.
- Casual leave shall be credited to the eligible leave in the first month of the calendar year. However, for employees on probation casual leave shall be availed on a pro rata basis at the rate of one day of each completed month or part thereof.
- Casual leave shall be non-cumulative except as provided for UCL (Unavailed Casual Leave) under sick leave.
- A workman on casual leave shall be entitled to pay and allowances as if he was on duty.
- 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.

- Note :
- a. Casual Leave under this category can be availed after applying 24 hours in advance.
 - b. At the time of carrying over the balance in Casual Leave to Unavailed Casual Leave account, the fraction in the balance if any, shall be ignored.

Unavailed Casual Leave (UCL):

- Un-availed Casual Leave (CL) will be converted into UCL cumulatively.
- Un-availed CL for four days once in a year or for two days twice in a year on sick grounds can be availed without producing medical certificate. (Clause:34 of 10th BPS)
- UCL can be availed without Medical Certificate maximum one day at time irrespective of balance in CL. (Industry level BPS HO:P/IR/CMR/I-101 B-4 dt 19.04.2002).
- UCL can be availed without production of medical certificate for Max. 10 Days in a year subject to no balance in CL account in the relevant year. Such leave can be availed for Max.3 days per occasion. (Under Bank's Own Scheme 1999).

Privilege Leave (PL):

- The calculation of privilege leave earned shall be done @ 1 day for 11 days of active service or entitled PL shall be one month for completed service of 11 months. For calculating privilege leave all types of leave availed except casual leave and mandatory leave will be excluded. The fraction of a day of earned leave, if any, shall be taken as a full day. (HO BC: 80/172 dt 27.06.1986 & Clause 26 (viii) of 12th BPS)
- The amount of privilege leave earned, which shall on substantive pay.
- The workmen will be eligible to avail of such leave only after the completion of 11 months of service.
- In calculating the period of 11 months of completed service by employees, the period of privilege leave enjoyed should not be counted.
- Privilege leave accruing to an employee shall be allowed to be accumulated up to a maximum of 270 days. (Clause:33 of 11th BPS).
- Encashment of privilege leave shall be restricted up to a maximum of 255 days. (Clause:26 (xvi) of 12th BPS).
- In addition to the above, following PL Encashment is also eligible:-
 - On the death of an employee, family can get the salary for his PL accumulation.
 - While availing LFC, in a four-year block, 30 days PL can be encashed.
 - If the employee avails LFC for 2 years, he can encash 15 days in each block or 30 days in one block.
 - When an employee resigns from the Bank, he will be allowed to encash 50% of his PL accumulation. (HO BC96/16 dt 18.05.2001).
 - PL encashment upto Rs.25,00,000/- is exempted from Income Tax.
 - Employees who opt for VRS under Pension Regulation 29 can encash PL as normal retirement.
 - From the calendar year 2020, PL encashment at the rate of 5 days for each calendar year at the time of any festival is allowed. Employees above 55 years of age can encash 7 days in a calendar year, in addition to existing provisions.
 - One day PL encashment every calendar year is allowed to contribute to Prime Minister's National Relief Fund.
- Privilege Leave other than for the purpose of availing LFC or encashment of LFC should be applied not less than 10 days before the proposed date of commencement of such leave. (Clause:33 of 11th BPS). Notice period of 10 Days shall be waived for Office Bearers/Executive Committee Members of a registered trade union.
- An employee other than a member of the executive Committee of a registered trade union of bank employees will not be entitled to take privilege leave on more than four occasions in a calendar year.

→ However, there will be no limitation as to the minimum number of days for which leave may be taken on these occasions. In determining the number of such occasions, the following occasions shall not be included:-

(i) When an employee has proceeded on privilege leave and is recalled to duty by the bank.

(ii) When an employee has been granted privilege leave on grounds of sickness for a period of more than 4 days at a time on grounds of sickness on production of medical certificate.

(iii) Privilege Leave taken on sick grounds when there is no credit in the sick leave account of the employee. Where however, the reasons for the request by an employee for leave on more than four occasions in a year are adequate and genuine and it is not administratively inconvenient, such leave may be granted.

→ If PL is declined, to that extent, PL accumulation can be extended over and above the maximum limit.

Sick Leave (SL):

→ In partial modification of clause XI of settlement dated 17th September, 1984, clause 6 of settlement dated 28th November, 1997 and clause 36 of settlement dated 11th November, 2020, an employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 720 days during the entire service.

→ Sick Leave will be granted on pro-rata basis during the first year of service. During the first year of service, pro-rata sick leave can be sanctioned for every completed month of service.

→ In partial modification of clause 36(b) of settlement dated 11th November, 2020, women employees shall be allowed to take one day Sick Leave per month without production of medical certificate.

→ Women employees can avail sick leave for the sickness of their children of 8 years and below subject to production of medical certificate.

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

→ Employees 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.

→ Sick leave shall be on half substantive pay, provided that an employee if he so requests, shall be permitted to avail of sick leave on full substantive pay.

→ Casual leave not availed of by an employee in a calendar year shall be convertible into sick leave on full substantive pay and such sick leave in lieu of unavailed casual leave shall be over and above the maximum provided as above.

→ Casual Leave converted into Sick Leave may also be availed without production of medical certificate for 4 days at a time once in a year or two days at a time, twice a year.

→ All sick leaves shall be granted generally on production of a medical certificate acceptable to the bank except certain circumstances mentioned above.

Special Sick Leave (SL):

→ With effect from the 01.06.2015, Special Sick Leave up to 30 days may be granted to an employee once during his/her entire period of service for donation of kidney/organ. (Clause: 35 of 10th BPS).

QUARANTINE LEAVE:

→ In case an employee is absent from duty on account of quarantine, the bank may, at the request of the employee, treat such absence up to a maximum of three months as privilege leave (PL) or sick leave (SL) if such leave is otherwise permissible.

Extraordinary Leave (EOL):

→ Extraordinary leave may be granted to an employee when no ordinary leave is due to him. In exceptional circumstances, Extraordinary Leave may be sanctioned (without wages) not exceeding 3 months on any one occasion and upto a maximum of 24 months during the entire period of an employees' service. (Clause:13.34 1st BPS 19.10.1966 & Clause 36 of 10th BPS).

→ A competent authority may grant extraordinary leave in combination with or in continuation of leave of any other kind admissible to the employee and the period of EOL shall not count for increment. (Clause:13.35A 1st BPS 19.10.1966)

→ Provided further that in the case of employees who are office-bearers of registered trade unions increments may be deferred only to the extent that extraordinary leave exceeds 2 months in any incremental year. (Clause:13.36 1st BPS 19.10.1966).

Joining Time On Transfer:

→ Of course, no joining time shall be admissible when the transfer does not involve a change in the situation of his office and a joining time of not more than one day (inclusive of a holiday or Sunday) is permissible when the new appointment takes place in the same town or station. We give the following directions: -

→ Joining time shall be granted to an employee to enable him:

- (a) to join a new post to which he is appointed while on duty in his old post; or
- (b) to join a new post on return from leave.

→ Joining time which shall be allowed to an employee shall not exceed six days, exclusive of the number of days spent on travelling.

→ In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holidays following the day of his relief shall be included in the joining time.

→ An employee who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of discipline.
(Sastry Award)

→ It is agreed by and between the parties that with effect from the date of the Settlement, joining time of six days allowable under Para 511 of Sastry Award may be granted either immediately after relieving or within three months after joining the new place of posting. (Clause: 37 of 10th BPS).

Holidays:

In terms of understanding dated 23rd February 2015 reached between IBA and Workmen Unions, every second and fourth Saturday of the month will be a holiday and other Saturdays will be full working days. IBA has initiated steps to get clearances from the Reserve Bank of India and Government of India. The change will be effective after approval by the Reserve Bank of India and Notification of the change issued by the Government of India. (Clause: 38 of 10th BPS).

Maternity Leave:

- 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.
 - In case of delivery of single baby – 6 months.
 - In case of delivery of twins, the period of Maternity Leave shall be 8 months.
 - In case of delivery of more than two children in one single delivery, the period of Maternity leave shall be granted upto 12 months. (12th BPS)
- Maternity Leave may be availed combining with any other kind of leave except casual leave.
- In case of miscarriage/MTP/abortion, maternity leave may be granted as a rule upto 6 weeks on the basis of medical certificate/advice of a competent medical practitioner, i.e. a qualified gynaecologist.
 - In special/exceptional cases involving medical complications, associated with miscarriage/MTP/abortion, maternity leave may be granted beyond 6 weeks if advised by a competent medical practitioner (qualified gynaecologist) but upto 6 months only on any one occasion, within the overall limit of 12 months.
- Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 60 days.
- In the case of employees who have availed and exhausted Maternity Leave of 12 months, leave of 15 days shall be sanctioned over and above the same, subject to production of Medical Certificate.
- 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 nine months, subject to the following terms and conditions: - (12th BPS)
 - Leave will be granted for adoption of only one child.
 - 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.
 - The permanent part-time employees are also eligible for grant of leave for adoption of a child.
- The leave shall also be available to biological mother in cases where the child is born through surrogacy. The leave shall be availed within overall entitlement of 12 months during the entire period of service.
- Within the overall period of 12 months, leave may also be granted in case of hospitalisation on account of the following gynaecological ailments/treatments upto a maximum of 30 days.
 - i. AUB (Abnormal uterine bleeding)
 - ii. Ovarian Tumor
 - iii. Tubectomy/Tubectomy reversal
 - iv. Post-Partum Depression (PPD)
 - v. Post-Partum Hemorrhage (PPH)
 - vi. Acute Pelvic Inflammatory Disease (Acute PID)
 - vii. Dysfunction Uterine Bleeding; Dysfunction (DUB)
- Special Maternity Leave upto 60 days shall be granted in case of still born or death of the infant within 28 days of birth. (12th BPS)
- In partial modification of clause 34 of the settlement dated 11th November, 2020, Maternity Leave may be granted for in vitro fertility (IVF) treatment subject to production of medical certificate, within the overall period of 12 months. (12th BPS).

Sabbatical Leave (Female Employees of BOI):

Ref : HO BC 106/20

- All permanent female employees of Bank of India who have completed Five Years of service are eligible. In exceptional circumstances, employees with less than Five Years of service shall also apply.
- Employees against whom Disciplinary cases are pending are not eligible.
- Employees who are on probation on promotion from Sub-Staff to Clerk and Clerk to Officer are not eligible.
- Minimum period of leave will be 3 months and maximum period of leave shall be Two Years during the entire service.
- Sabbatical leave shall not be permitted for more than once in a year.
- Sabbatical Leave application should be sent one month in advance and once the leave is sanctioned it is irrevocable.
- The employee shall not take up any employment/vocation/business/profession elsewhere during the Sabbatical Leave.
- Employees on Sabbatical Leave shall not be eligible to participate in any Promotion Process during the Sabbatical Leave period, even if otherwise eligible.
- Sabbatical Leave shall be without Pay, Salary, Allowances and any consequential monetary and non-monetary benefits including seniority
- Further, benefits like reimbursement of hospitalization expenses, bank's leased accommodation etc. shall also not be admissible.
- The period of Sabbatical Leave will also not be considered for increment or qualifying service for pension, leave etc.
- Sabbatical Leave shall be availed for the following purpose:-
 - For own medical reasons.
 - To take care of family members & children.
 - For higher studies in India & Abroad.
 - For visiting spouse in India & Abroad.
 - Any other purpose acceptable to the bank.
- Competent authority for sanction of the leave will be as under:-

TEG Scale VI and VII	Chairman & Managing Director
SM IV and V	Executive Director
Officers in JM-I, MM-II and MM-III	General Manager (H.R.), H.O.
Award Staff members working in Head Office	Assistant. General Manager (H.R./I.R.), Head Office
Award Staff members working in the Zones	Zonal Manager
Award Staff members working in LCB/MCB/DMO/NBG	General Manager posted at respective NBG Office
Employees (Award Staff and Officers) who have not completed 5 years of service	General Manager (HR), Head Office

Special Leave for Differently Abled Employees:

- Special Casual Leave not more than 10 days in a calendar year, subject to exigencies of work, to the differently abled employees as defined in Person with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 for participating in seminars/workshop/conferences and training related to Disability and Development organised by Central Govt and State Govt. (HO BC: 85/140 dt 02.09.1991, 84/51 dt 31.05.1990 & 102/49 dt 19.06.2008).

Paternity Leave:

→ With effect from 01st June, 2015, male employees with less than two surviving children are eligible for 15 days Paternity Leave during his wife's confinement. This leave may be combined with any other kind of leave except Casual Leave. The leave may be availed upto 15 days before or upto 6 months from the date of delivery of the child. (Clause: 35 of 11th BPS dt 11.11.2020)

Note: Paternity Leave as above shall be allowed to employees with upto two surviving children for legally adopting a child who is below one year of age.

Bereavement Leave:

→ Employees shall be granted Bereavement Leave on the demise of the family members (spouse, children, parents and parent-in-law) and number of days of such leave shall be decided by each Bank at their level. The intervening holidays will form part of the leave and bereavement leave should be availed within a maximum period of 15 days of the demise. This leave will not be considered as "Active Service" as detailed in clause V (i) of settlement dated 8th November, 1973 for the purpose of Privilege leave calculation. (Clause: 26 of 12th BPS dt 08.03.2024)

Special Leave:

→ Blood Donation: The workmen who donate blood to a "recognized" "Blood Bank" are treated on special leave for that day, subject to production of satisfactory proof.

→ Evidence in Criminal Case/Departmental Inquiry: Workmen who are summoned to give evidence in a criminal case, a case before court martial, and a civil case to which Government is a party in a departmental enquiry held by a properly constituted authority will be treated on duty for the period spent in complying with summons.

→ Special Leave to workmen sustaining injury on duty: Workmen sustaining injuries in the course of duty fully reimbursed with medical cost and treatment or hospitalization over and above his/her entitlement and are treated on special duty for the period of absence required for treatment. (Ref IBA Circular no., CIR/PD/GSN/G2/76/1663 DTD 29.10.2007).

→ Special Leave to staff injured while resisting/apprehending/dacoits/robbers/terrorists: Workmen who sustain injuries during the course of bank robberies/dacoits or as a result of terrorist attack may be given special leave for the period of treatment on production of a certificate from the Station House Officer in whose jurisdiction the officer was injured in the bank robbery/dacoity or as result of terrorist attack.

→ Special Leave for Sports: When a sports person from the Bank represents the State in Senior Nationals or represent the Country in any series/match against another country (with Govt's approval), he may be granted Special leave. There is no limit on the number of days leave can be granted in a year for such participation.

When sports person from the Bank is representing either the Bank or Bank's Sports Board in any Inter-Bank Tournament or any open Tournament which may be city level or state level or which may called or deemed as National or International Level, he b granted Duty Leave.

If sports person does not fall within the aforesaid (i) & (ii) clauses and is participating in a tournament in his individual capacity, he need not be granted any special leave or duty leave.

A sports person appointed as umpire/referee/judge/tournament director/arbitrator for National Level/International Level Tournaments or appointed as coach/manager of National/International Level Teams, may be granted special leave for the actual number of days of tournament as also the time spent in travelling by the direct route. (Ref : HO IOM No P:IR:AVD:582 dt 07.09.1996)

→ Special Leave Trekking & Mountaineering: Special leave facilities for mountaineering / trekking expeditions may be granted by the Bank provided the expeditions are approved by the Indian Mountaineering Foundation or organised by the Youth Hostel Association of India. (IBA Guidelines on Special Leave).

→ Special Leave for Promoting Small Family: Special leave for promoting small family shall be sanctioned as under:-

- Six days special casual leave for male employees undergoing vasectomy operation.
- 14 days special casual leave for female employees who undergo non-puerperal tubectomy operation.
- One day's special casual leave to female employees who had IUD insertions.
- Upto 7 days special casual leave to male employees whose wives undergo non-puerperal tubectomy operation, subject to the production of Medical Certificate.

(IBA Guidelines on Special Leave).

→ Special Leave for Ex-Servicemen: Following Special Leave, maximum 15 days in a calendar year shall be sanctioned to an Ex-Servicemen employee:-

- Ex-servicemen appearing before Medical Re-Survey boards can be sanctioned special leave during that period.
- Physically challenged Ex-servicemen to go to the artificial limb centre for replacement of the artificial limb/treatment can be sanctioned special leave during that period.

(IBA Guidelines on Special Leave).

→ Special Leave Defense Representative in Disciplinary Inquiry: Employees who are Defence Representatives in departmental enquiry proceedings may be granted one day special leave for the purpose of preparing the defence submissions of an employee. Such special leave shall be granted for a maximum of ten occasions in a year. (12th BPS)

→ Special Leave/Duty Leave: Duty Leave granted to the Office Bearers and Executive Committee Members of the All India Organization and Federation of Bank of India Staff Unions and also its affiliates are as under:- (8th BPS dt 02.06.2005 & 12th BPS dt 08.03.2024)

a)	Principal Office-bearers of All India Workmen Unions/Associations subject to a maximum of:- →20 such members in the case of unions having more than 25% membership & 15 such members in the case of unions having less than 25% membership	25 Days in a calendar year (Clause 26(ix) of 12 th BPS)
b)	C.C. Members of All India Workmen Unions/Associations subject to a maximum of:- →40 such members in the case of Unions having more than 25% membership & 30 such members in the case of unions having less than 25% membership	Upto 17 days in a calendar year
c)	Office bearers of the Executive Committee of the State or Regional Level Units of All India Workmen Unions/ Associations subject to a maximum of- →20 such members in the case of unions having more than 25% membership & 15 such members in the case of unions having less than 25% membership.	Upto 7 days in a calendar year
d)	Office Bearer / Executive Committee Member of Federation of Bank of India Staff Unions	4 Days in a Calendar Year
e)	Office Bearer / Executive Committee Member of state units	4 Days in a Calendar Year
f)	Delegates for attending the General Body of Federation of Bank of India Staff Unions	2 Days

Note: These leaves are exclusive of time spent on journey.

→ Special Leave for Defending Another Workman in an Inquiry: Para 12 (d) of Settlement dated 10th April 2002 says that "If the representative defending the employee is an employee of the same bank at an outstation branch situated outside the State, on a case to case basis as may be decided by the Bank, he shall be relieved on special leave (on full pay and allowances) to represent the employee and shall be paid one return fare. The class of fare to which he will be entitled would be same as while travelling on duty. In case of any adjournment at the instance of the bank/enquiry officer, he may be asked to resume duty and if so, will be paid fare for the consequential journey. He shall also be paid full halting allowance for the period he stays at the place of the enquiry for defending the employee as also for the days of the journeys which are undertaken at the bank's cost".

Special Casual Leave:

→ Special Casual Leave for Absence of Employees on Account of Curfew, Riots, Prohibitory Orders, Natural Calamities and Floods: Special Casual Leave may be granted to an employee on occasions when the branch where the employee is working or the place where the employee is residing is affected by curfew, riots, prohibitory orders, natural calamities, floods, etc.

→ Special Casual Leave physically/orthopedically handicapped employees: 4 days Special Casual leave shall be granted to all physically/orthopedically handicapped employees each year.

→ General Elections to Lok Sabha/State Assemblies: Every eligible voter is entitled to be registered in the electoral roll of a constituency in which he ordinarily resides. Generally, Central or State Govt declares the day of election as holiday under NI Act 1881. In some cases, it may happen that an employee residing, and enrolled as a voter in a particular place/constituency (where election is to be held), may be employed in any office located at some other place. In such case, the employee may be granted special casual leave if his/her office does not happen to be closed on that particular day to enable him/her to exercise his/her franchise. Special Casual Leave is to be granted only for the day of voting, no journey period, travel expense and halting allowance are eligible. (HO HR:IR:MSS:033 dt 16.04.2014).

Leave Bank Scheme:

→ Looking to the contingencies where some of the employees get affected with very major ailments like cancer, cerebral stroke, paralysis, major organ transplantation, end stage liver disease, kidney failure, etc., or on account of major accidents, where the hospitalization, treatment and convalescence is prolonged and where in such cases, employees are absent from office on medical grounds for prolonged periods and have exhausted all the leave to their credit and hence are under compulsion to seek grant of extraordinary leave without pay,-' it has been agreed in principle to evolve a staff welfare scheme under which provision would be made for voluntary encashment of Privilege Leave by the employees and the monetized value of such leave would be pooled under a Leave Bank system in each Bank out of which, special leave would be sanctioned to the employees affected by such contingencies. (12th BPS).