

CHAPTER VI

LEAVE

24. Kinds of Leave

Subject to the grant of leave being determined by the exigencies of service, an officer shall be eligible for the following kinds of leave:-

- (a) Casual Leave
- (b) Privilege Leave
- (c) Sick Leave
- (d) Special Sick Leave
- (e) Maternity Leave
- (f) Extraordinary Leave on loss of pay
- (g) Special Casual Leave and Special Leave

25. Casual Leave

- (1) An officer shall be eligible for casual leave on full emoluments for 12 working days in a year provided that not more than four days casual leave may be availed of at any one time.
- (2) Casual Leave not availed of in any year may be suffixed or prefixed to sick leave in the following year.

26. Privilege Leave

- (1) An officer shall be eligible for privilege leave computed at one day for every 11 days of service on duty provided that

at the commencement of service no privilege leave may be availed of, before completion of 11 months of service on duty.

- (2) An officer on privilege leave shall be entitled to full emoluments for the period of leave.
- (3) The period of privilege leave to which an officer is entitled at any time shall be the period which he has earned, less the period of leave availed of.
- (4) Privilege Leave may be accumulated up to not more than 240 days except where leave has been applied for and it has been refused.
- (5) An officer desiring to avail of privilege leave shall ordinarily give not less than one month's notice of his intention to avail of such leave.

27. Sick Leave :

- (1) An officer shall be eligible for 30 days of sick leave for each completed year of service subject to a maximum of 18 months during the entire service. Such leave can be accumulated upto 540 days during the entire service and may be availed of only on production of medical certificate by a medical practitioner acceptable to the Bank or at the Bank's discretion nominated by it at its cost.
- (2) In respect of the period of sick leave an officer shall be eligible to receive one half of the full emoluments :
Provided that if an officer so desires, the Bank may permit him to draw full emoluments in respect of any portion of sick leave granted to him twice the amount of such period on full emoluments being debited against Sick Leave Account.
- (3) The Bank may require any officer desiring to resume duty on the expiry of sick leave, to produce medical certificate saying that he is fit for duty.

28. Additional Sick Leave :

Where an officer has put in a service of 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years subject to a maximum of three months of additional sick leave.

29. Maternity Leave :

Leave upto a period of 3 months at a time may be granted by way of maternity leave including in respect of post natal period or at the time of miscarriage or abortion, so however, that not more than 12 months of such leave shall be available during the entire period of service of the officer.

30. Extraordinary Leave :

An officer shall be eligible for extraordinary leave on loss of pay and allowances for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons for more than 90 days at a time. Provided that in special circumstances, the Board may grant extraordinary leave on loss of pay and allowances to an officer up to a total period of 720 days.

31. Special Casual Leave & Special Leave :

An officer may be granted Special Casual Leave and may Special Leave for sports, donation of blood, family planning, defending another officer in an inquiry, or for joining civil defence services as may be decided by the Board in accordance with the guidelines of the Government.

32. Lapse of Leave :

All leave shall lapse on the death of the officer or if he ceases to be in the service of the Bank, provided that where an officer dies in service, there shall be payable to his legal representative sums which would have been payable to the officer if he has availed of the privilege leave, that he had accumulated at the time of his death :

Provided further that where an officer retires from the Bank's service, he shall be eligible to be paid a sum equivalent to the emoluments of any period of privilege leave that he had accumulated.

33. Recall for duty

An officer on leave may be recalled to duty by the Competent Authority whenever the Bank deems fit to do so but if the officer is at that time out of station, he shall be eligible to be paid the actual expenses incurred by him and the members of his family for coming back to the station.

34. Furnishing the leave address to the Bank :

An officer, who has been sanctioned leave, and leaves his place of duty shall furnish to the Bank, the address at which he can be contacted while out of station.