

LEAVE CALCULATION

	Casual Leave	Privilege Leave	Sick Leave	Extra Ordinary Leave
Calculation	12 days in a calendar year	1 day for every 11 days active service	1 month for every calendar of service. Maximum 720 days	360 days during entire service, When no other leave is available
Availability	Not more than 4 days per occasion	No bar on number of occasions	On medical Grounds, against production of certificate from a medical practitioner acceptable to the bank	Beyond 360 days to be sanctioned by the board (Br. Cir. 92/165 dated 19.09.99)
Emoluments	With full emoluments	With full emoluments	Half pay and allowances provided full emoluments shall be given on application with sick leave account being debited twice the number of days leave	
Accumulation	Unavailed CL can be utilised at full pay as Sick Leave within the following five calendar years only. Thereafter it would lapse	Maximum Accumulation 270 days. PL for 255 days can be encashed at the time of retirement.	One month of each year of service. Maximum 720 days	
Prefix & Suffix allowed on holiday	Allowed	Allowed	Allowed, provided medical certificate does not cover the prefixed/suffixed days.	
On retirement	Will lapse	Emoluments will be paid for number of 255 days of PL available as on date of retirement (including prorata for the year of retirement)	Will lapse	
Death or Cessation of Service	Will lapse	Legal representative will get emoluments for PL accumulated. In case of resignation of sum equivalent to half leave in credit will be paid. (maximum 120 days)	Will lapse	

