



THE PRATAP CO-OPERATIVE BANK LTD.

REVIEW OF LEAVE POLICY

(PART OF HR POLICY)

2024-2025



Part of HR Policy

Leave Policy

1. Objective

The primary objective of introducing Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

2. Scope and Applicability

All permanent employees in The Pratap Co Operative Bank Ltd.

3. Definition/Glossary

Term / Abbreviation	Definition / Expansion
PL	Privilege Leave
CL	Casual Leave
SL	Sick Leave
LWP	Leave Without Pay

ML	Maternity Leave
EOL	Encashment of Leave

4. Policy/Process

4.1. Owner & Administration

The Pratap Co Operative Bank Ltd owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic factors or as per Staff Memorandum of settlement agreement and will be decided solely by The Pratap Co Operative Bank Ltd.

4.2. Eligibility

All regular and confirmed employees of The Pratap Co-Operative Bank Ltd are covered in the leave policy. Employees who are on probation or hired as trainees will be eligible for one leave per month only. Leave year begins from 1st of July to 30th of June each year. Leaves will be credited to individual employee's leave account in advance at the beginning of the year (or from the date of confirmation) and employees can avail of leaves in advance during the year. Employees who have joined during the year will be eligible for prorated leaves from the date of confirmation of employment.

Any weekly offs or declared holidays or national holidays which fall in between any leaves applied by an employee will considered as leave days.

4.3. Other conditions

It is the responsibility of employees to ensure that their respective Managers take appropriate action on the leave applications before proceeding on leaves.

Leaves availed in an emergency and only under unavoidable circumstances must be regularised in the register as soon as possible, which otherwise will result in loss of pay.

In the event an employee leaves the organization or becomes ineligible for leaves for whatever reason, leaves availed in excess of as per staff memorandum of settlement agreement will result in loss of pay.

Employees are not allowed to merge two types of leaves.

Sick Leave (SL) must be accompanied by an eligible doctor's certificate with the consent of the Manager

4.4.Types of Leaves

4.4.1. Privilege Leave - PL

All confirmed employees are eligible for 33 of PL in a year. Any un-availed PL during the year will be carried forward to the next year and included in the next year's quota. PL can be accumulated up to a maximum of 240 days and any additional PL will be considered as lapsed. No additional monetary/non-monetary compensation will be given to the employee in lieu of any lapsed PL.

The confirm employees shall be entitled for encashment of Privilege leave over and above the balance of 30 days of leave every year at the rate of basic, D.A., V.D.A., C.C.A. of the previous month for which employee will ask encashment of leave, provided he/she proceeds and enjoy privilege leave for a minimum period of 4 days..

Any confirm employee shall be entitled to encash Privilege Leave (maximum 240 days) in his/her credit at the time of retirement/resignation/death.

Procedure to avail PL: Employees are required to plan their annual vacation at least 30 days in advance and inform their Managers. Post the discussion and agreement.

4.4.2. Casual Leave

All confirm employees shall be entitled for 12 days Casual leave every year. The balance of unavailed casual leave at the end of the year shall be Lapse.

Procedure to avail CL: Employees are urged to plan their CL as early as possible and inform their respective Managers. Except in case of emergencies, but maximum 4 days only at a time.

4.4.3. Sick Leave

All confirm employees shall be entitled for sick leave for 15 days per year with a maximum accumulation of 180 days. Sick Leave (SL) must be accompanied by an eligible doctor's certificate with the consent of the Manager

Procedure to avail SL: Employees are urged to keep their Managers informed of their sickness at the earliest in order to allow them to plan for continuity of tasks on hand.

4.4.4. Maternity Leave

Every female employee is eligible for 6 months of maternity leave twice during her entire tenure of service, as per the Maternity Benefit (Amendment) Act, 2017.

Procedure to avail ML: Employees must keep their Managers and CEO well informed of their ML to allow them to make alternate plans for continuity of tasks on hand.

5. Leave Bank

One-day leave from the sick leave account of each employee shall be deducted and credited to Leave Bank on every year on 1st of July. This Account shall be

called as General Leave bank Account. Leave can be granted from the Leave Bank to any employee in his/her major illness, in case his/her all leave got exhausted.

6. Leave Travel Assistance

All confirm employees shall be paid L.T.A., as under, and the same shall be paid in the month of April every year.

Br. Manager/Manager	Rs.3,200/-
Sr. Officer	Rs.3,000/-
Jr. Officer	Rs.2,400/-

Clerk/Cashier

Rs.2,250/-

Daftary/ Sub-staff/ Watchman

Rs.1,800/-

7. Mandatory Leave

As per RBI Circular No. RBI/2021-22/70_DoR.ORG.REC.31/21.06.017/2021-22 dated 9th July 2021, Bank has introduced Mandatory leave of continuous period of at least 10 working days in a calendar year, without any prior intimation for employees posted in sensitive Position or Area of Operation.

Sensitive position include HO Manager, IT Head, and CEO

8. Special Circumstance and Exception

Maternity Leave is applicable only for female employees. Any Deviation to this policy has to be approved by The Pratap Co Operative Bank Ltd. Any changes to the policy have to be approved by The Board.

9. Non-compliance and Consequence

Non-compliance or frequent inconsistencies in adherence to this policy will lead to disciplinary action as appropriate by The Pratap Co Operative Bank Ltd.

Review of this Leave policy, part of HR policy has been approved in the board meeting dated 21.12.2024.



Chairman



CEO