



**UCO BANK**

CRN  
289/97-98

Head Office  
Personnel Department  
12, Old Court House Street  
Calcutta – 700 001.

Circular No. CHO/PMG/02/98  
Date : 31st January, 1998

**TO ALL BRANCHES & OFFICES**

**Sub : Provisions relating to Casual Leave**

There exist considerable misconceptions about the manner in which casual leave can be availed. In order to remove the misconceptions, the relevant provisions are being reproduced below :

**FOR AWARD STAFF :**

We quote below the provisions of paras 13.22 to 13.28 contained in 1st Bipartite Settlement of October, 1966 :

**QUOTE :**

- 13.22 : An employee shall be entitled to casual leave upto a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that holidays and Sundays may not be combined with such leave in such a way as to increase the absence at any one time beyond six days but if extended beyond these limits it shall be treated as Privilege leave in respect of the entire period. Casual leave may not be granted in combination with any other leave.
- 13.23 : **Casual leave shall be non-cumulative except as provided in Clause 13.31 under sick leave. Ordinarily, previous permission of the sanctioning authority shall be obtained before taking such leave. When this is not possible, the said authority shall be informed as soon as practicable in writing or if writing is not possible, orally or through any person, of the employee's absence from work, reason thereof and of the probable duration of such absence. In any event a written application shall be submitted to such authority latest on the day the employee resumes duty. In no case will an employee taken casual leave on frivolous grounds.**
- 13.24 : Casual leave is only intended to meet special or unforeseen circumstances for which provision cannot be made by exact rules. Holidays except Saturdays and Sundays shall not be prefixed or suffixed to casual leave without the previous permission of the officer granting such leave.

- 13.25 : Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.
- 13.26 : Casual leave may be taken on grounds of sickness without production of a medical certificate, provided the total period of sickness does not exceed 4 days.
- 13.27 : **Any absence from duty without satisfying the requisite conditions under which leave may be taken or obtaining such leave on false grounds would justify any bank after giving the employee an opportunity to explain, in not treating the employee as on casual leave, but as being absent without leave on loss of pay and allowances.**
- 13.28 : A workman on casual leave shall be entitled to pay and allowances as if he was on duty. UNQUOTE

**FOR OFFICERS :**

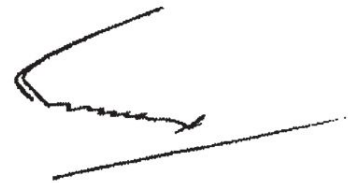
PROVISION RELATING TO CASUAL LEAVE FOR OFFICERS  
(AS CONTAINED IN SCL NO. 79/82 DATED 27.08.82) :

**QUOTE :**

1. An officer shall be eligible for casual leave on full emoluments upto a maximum of twelve working days in each calendar year. This leave may be taken not more than four working days at a time and public holidays and Sundays may be prefixed or suffixed to such leave. If casual leave is extended beyond four days, it shall be treated as Privilege leave, sick leave or extra-ordinary leave as the case may be for the entire period at the discretion of the Competent authority. Casual leave shall not be granted in combination with any other kind of leave.
2. **Casual leave is intended to meet special or unforeseen circumstances. Ordinarily the previous permission of the Competent Authority shall be obtained before taking such leave.** Casual leave shall be non-cumulative. However, unutilised casual leave in any calendar year may be suffixed or prefixed to the sick leave or availed of as sick leave in the following year. Public holidays and weekly offs falling within the period of sanctioned casual leave will not be treated as part of casual leave.
3. For an officer, who has joined Bank's services at any time during the calendar year, the casual leave entitlement would be at one day per month for the first calendar year. Fraction of a month will also be treated as full month to calculate entitlement of the leave.

4. Casual leave not availed of and converted into sick leave as on 31st December, 1978 shall not lapse in the next following years but shall be allowed to be availed of as per the rules prevailing in the Bank in that behalf immediately prior to the 1st July, 1979, UNQUOTE

Your attention in particular is invited to the portions underlined and you are requested to implement the same in letter and spirit. Please place a copy of this circular on your Notice Board for information of all concerned.



GENERAL MANAGER (O)  
(Personnel)