



# ALL INDIA STATE BANK OFFICERS' FEDERATION

(Registered under the Trade Unions Act 1926, Registration No: 727/MDS)  
Central Office: State Bank Buildings, St. Mark's Road, Bangalore-560 001  
Registered Office: 22, Rajaji Salai, Chennai- 600 001



**CIRCULAR NO. 82  
TO ALL OUR AFFILIATES**

**DATE: 07.11.2023**

**MANDATORY LEAVE FOR EMPLOYEES POSTED IN SENSITIVE POSITIONS  
OR AREAS OF OPERATION**

We have sent a communication to the Deputy Managing Director (HR) and Corporate Development Officer, Corporate Center, State Bank of India, on the captioned subject.

A copy is enclosed for your information.

**#OurUnityLongLive**

With greetings

Yours comradely,

**(Deepak Kumar Sharma)  
General Secretary**

**At the Service of Members for more than 5 Decades**

General Secretary: +91-9501653388, Chandigarh – +91-172-4567135  
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No. 6531/55/23

07.11.2023

The Deputy Managing Director (HR) & CDO,  
State Bank of India,  
Corporate Centre,  
Madame Cama Road,  
Mumbai – 400 021

Dear Sir,

## **MANDATORY LEAVE FOR EMPLOYEES POSTED IN SENSITIVE POSITIONS OR AREAS OF OPERATION**

We wish to bring your attention to our earlier communication vide letter no. 6180/02/22, dated 15.01.2022, where we conversed the implementation of the "vacation policy" within our Bank. This policy pertains to employees serving in sensitive positions and aligns with the directives outlined in the RBI Circular dated 09.07.2021.

2. As per policy, employees in sensitive positions are obligated to observe a mandatory leave period of no less than ten (10) consecutive working days annually, without any prior intimation to them. This leave is deducted from the respective employee's individual leave balance. Consequently, even though these dedicated staff members serve in sensitive positions or areas of operation, they face a disadvantage of losing 10 leaves each year due to this policy.

3. The matter was extensively deliberated during the CNC meeting held on 29.12.2021, and it was emphasized that *the Bank shall be watching developments in this regard at industry level and issue can be taken up at industry level*. Subsequently, we pursued the matter at the industry level, and it has been brought to our notice that in a communication to all the Banks, the Indian Banks' Association (IBA) has clarified that the period of leave under the RBI guidelines on Mandatory Leave should be treated as special leave, having no impact on the usual leave entitlement of the concerned employees. This was also recorded in the minutes of the CNC meeting held on 20.08.2022 and further confirmed in the meeting dated 07.11.2022 that ***“In view of IBA advisory for treatment of mandatory leave as special leave, the matter is being examined.”***

4. Sir, many banks have already put in place the provision to treat mandatory leave as special leave, we request your esteemed office to expedite the implementation of this advisory in our Bank at the earliest, with retrospective effect from 01.04.2021. This action will ensure that the leave debited from the accounts of the concerned officers is reversed, aligning our bank's policy with industry standards.

5. We believe that this step would not only rectify the existing imbalance but also underscore our commitment to upholding the welfare and interests of our valued employees, especially those posted in sensitive positions.

We eagerly await your prompt action on this matter and look forward to a favorable resolution.

Thanking you.

Yours sincerely,

**Sd/-**  
**(Deepak K Sharma)**  
**General Secretary**

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