

Subject: UCIL Sabbatical Scheme -2019

1.0 Objective of the scheme

- 1.1 The Sabbatical leave has been introduced to facilitate employees in achieving their personal goals which shall be related to his area of work.

2.0 Scope of the scheme

The scheme is applicable only to all the regular employees of UCIL.

3.0 Eligibility

- 3.1 Company employees who have completed **ten years** of service in UCIL on the date of application are eligible.

4.0 Scheme

- 4.1 Under this scheme, an employee can be granted leave of absence for a period of **TWO years** in entire service period, which could be availed in maximum two spells of one year each.
- 4.2 There should be a gap of minimum 3 years between the date of joining after availing the sabbatical leave and the next sabbatical leave application. The subsequent sabbatical leave application given before the completion of a gap period of 3 years shall be summarily rejected.

5.0 Benefits

- 5.1 During the period of sabbatical the employee will not be eligible for any payment/benefit to which he/she would have been eligible, had he/she not gone on sabbatical.

6.0 “The period of absence under sabbatical shall not be reckoned as”service” for the purpose of Gratuity, leave, increment etc or for any other purposes, but the said period of absence shall not be treated as break in service. In other words, the “sabbatical” will have the same effect of “DIES NON WITHOUT BREAK IN SERVICE” in the government. The period will also not count towards residency/eligibility period for purpose of promotions accruing during the period as per eligibility but excluding sabbatical leave if any, will be given effect after joining only without claim for seniority and without right for claiming any pay anomaly.

7.0 Notice

“An employee will be required to give one month’s notice in writing prior to joining after sabbatical leave. The employee will have the option to rejoin during the course of his sabbatical

leave after fulfilling the stipulated one month's notice but not during the first one year. In case an employee does not wish to rejoin, he/she will have to submit his/her resignation and no notice period will be insisted upon if the employee has been on sabbatical leave for a period of at least 3 months.

The terminal benefits will be settled as if the employee resigned/retired from the company on the date of leaving on sabbatical but no interest shall be payable on any amounts that have become due from the date of leaving on sabbatical.

For example. An employee who proceeds on sabbatical leave in August 2017 and opts to permanently part from the company in August 2019, will be paid terminal benefits based on the salary drawn in the month of July 2017 payable w.e.f August 2019. But the period of sabbatical leave will have the same effect of "Dies Non without break in service" in the Government. No interest between August 2017 to August 2019 shall be payable on amounts due.

8.0 Competent Authority

The competent Authority to approve cases of sabbatical leave will be as follows:

- | | | |
|-----|----------------|--------------------------------|
| i) | Non Executives | Director of concerned function |
| ii) | All Executives | C&MD |

9.0 Agreement

An employee opting for sabbatical leave apply for leave in the format at Annexure-I. The employee shall also execute an agreement as per format at Annexure-II, in non-judicial stamp paper in accordance with the terms and conditions of the scheme before the grant of sabbatical.

10.0 Settlement of Dues

10.1 An employee who has availed House Building Advance from the company and the same is still outstanding is required to mortgage the house/flat/land through procedure as prescribed in the relevant rules before proceeding on sabbatical, if the same has not been submitted earlier.

10.2 After proceeding on sabbatical, it will be the sole responsibility of the employee to ensure timely payment of the monthly dues positively on the 1st day of every month. If the 1st day is a closed holiday, it shall be ensured that payment is made on the last day of the previous month. The employee can deposit post dated cheques also for the whole period of sabbatical.

The employee shall also give an undertaking that his/her Gratuity will be released only after repayment/settlement of the entire amount of dues/advances, including HBA, along with interest thereof.

- 10.3 If an employee has availed conveyance advance, or any other advance, he shall repay the entire outstanding amount including interest, before proceeding on sabbatical.
- 10.4 During the period of Sabbatical, the coverage under any Insurance Scheme, facilitated by UCIL, shall continue.
- 10.5 During the period of sabbatical, an employee can keep in possession of any accommodation which UCIL has provided to him.
- 10.6 During the period of sabbatical, the Medical facilities provided to the employees as per the UCIL Medical Attendance Rule, shall continue.
- 11.0 While availing sabbatical leave, the employee shall not take up any full time/part time/consultancy in the nature of employment or any other type of employment elsewhere. A declaration to this effect shall be given by such employee. The employee should periodically (at least once in six months or in case of change) inform the company about his/her whereabouts/contacts address, e-mail id & NO. so that he/she can be contacted, if required.
- 13.0 Any employee who had been granted sabbatical shall deposit the Identity Card of the company to the Head of Personnel of the Unit/In charge Personnel at HO and shall not represent the company under any context and shall not in any way act or deal in any manner prejudicial to the interests of the company.
- 14.0 The employee shall not take part in elections for holding any public positions viz. Councilor, MLA, MP etc. during the period of sabbatical. In case he/she opts to do so, he/she has to take prior permission of Competent Authority of UCIL.
- 15.0 Those employees who remain absent unauthorizedly without fulfilling the conditions under the sabbatical scheme shall not be considered for taking advantage of the provisions of the scheme if they apply later. Their absence will be dealt with relevant rules of the company on the subject.
- 16.0 Only those employees who are clear from the disciplinary and vigilance angles shall be granted sabbatical leave.
- 17.0 if, the employee fails to report for duty within 10 days or fails to resign from the services of the company, on the expiry of the sabbatical period it shall be deemed that he/she has abandoned the services of the company and his/her services shall be terminated with immediate effect.
- 18.0 For the purpose of calculating the terminal benefits in the event of his/her resignation from the services of the company, the sabbatical period shall not be (Ref 6.0) considered as break in service and it will be treated as continuous service for the purpose of calculating Gratuity without including the sabbatical period.
- 19.0 On termination/completion of sabbatical and reverting back to the services of the company, pay and allowances of the employee shall be in the same grade/category. After re-joining, the

employee shall be fixed at the same basic pay which he/she was drawing prior to his/her proceeding on sabbatical leave. The sabbatical period will not count for annual increments.

- 20.0 At the time of joining from sabbatical leave, the employee shall produce 'no adverse report' in his/her respect, issued by the authority concerned under the jurisdiction of his/her stay during the period of sabbatical leave. Further, in case of receipt of any adverse report by any authority during the course of employment after rejoining from Sabbatical leave the same shall attract appropriate action as per prevailing rule of the company. In the event of any misconduct of the employee concerned committed by him before proceeding on Sabbatical Leave coming to light the company reserves the right to terminate the Sabbatical Leave forthwith and initiate necessary action under the disciplinary rules. Similarly for involvement in any kind of offences during the period of Sabbatical Leave action shall be taken as per the UCIL's Discipline and Appeal Rules Rules/Standing Order applicable on rejoining.
- 21.0 On rejoining from sabbatical, the management reserves the right to post the employee in any unit/department/area according to requirements.
- 22.0 The employee is liable to be proceeded, in accordance with relevant disciplinary rules, if he/she fails to comply with any of the conditions as stipulated in the scheme.
- 23.0 In the event of death of an employee during the period of sabbatical, the same will be considered as death while in service and his terminal benefits will be settled back on the status of the date of proceeding on sabbatical.
- 24.0 Sabbatical Leave cannot be demanded as a matter of right. The management reserves the right for accepting/rejecting applications under the scheme, which will be subject to the needs/requirement of the company.
- 25.0 The C&MD, UCIL reserves the right to extend/limit the period of operation of the scheme or to withdraw and re-introduce the scheme, and to modify/alter/amend the scheme in any manner without any notice and without assigning reasons thereof.
- 26.0 In the event of any ambiguity in the interpretation of any of the above clauses, the decision of the C&MD shall be final.

ANNEXURE - I

APPLICATION FOR AVAILING SABBATICAL LEAVE

(Application must be forwarded through proper channel to the authority

Specified in Clause 8.0 of the rules)

01. FULL NAME/DESIGNATION :
02. EMPLOYEE NO. :
03. UNIT :
04. SECTION :
05. PAY SCALE/BASIC PAY :
06. DATE OF ENTRY INTO
PRESENT GRADE :
07. DATE FROM WHICH THE
APPLICANT IS WILLING TO
PROCEED ON SABBATICAL :
08. PERIOD OF SABBATICAL
REQUIRED :
09. PURPOSE OF SABBATICAL :

.....
DATE

.....
SIGNATURE

ENCL : Copy of latest Pay slip is enclosed.

(Format of Agreement to be executed on non-judicial stamp paper of Rs.....)

THIS AGREEMENT entered into on theDay of Two Thousand and _____)

BETWEEN: URANIUM CORP.OF INDIA LIMITED, a company under Department of Atomic Energy, represented here-in by its Officer Shri/Ms (Name & Designation) (hereafter referred to as the "COMPANY" which expression shall, whenever the context so required or admits mean and include its successors and assigns) of the ONE PART.

AND Shri/MsEmployee No.

..... AgedYears, Son/Daughter/Wife of

..... residing at

.....

(hereinafter referred to as the EMPLOYEE") of the OTHER PART.

WITNESS AS FOLLOWS

- i) Whereas the Company has introduced a Scheme known as "SABBATICAL LEAVE SCHEME" with an intention to encourage employees in achieving their personal goals which shall be related to his area of work.
- ii) Whereas the Employee herein is working asand has expressed his/her intention to avail the benefit of the said scheme which is more fully detailed in the Annexure hereto and has agreed to abide by the same.
- iii) Now this Agreement witnesses that in pursuance of the above and in consideration of the convenience of both parties, the parties hereto have agreed as under :
 1. That the employee agrees that he/she shall abide by the sabbatical terms and conditions detailed in the sabbatical scheme circulated vide no.....dated..... It is agreed that the said sabbatical scheme shall form a part of this agreement also.
 2. That the employee having gone through the terms and conditions of the scheme has accepted all the terms and conditions of this Agreement and he/she has agreed to comply with, fulfill and follow all the terms and conditions mentioned herein.

3. That during such leave, the employee will not be entitled to any benefits like pay and allowances, gratuity etc.
4. While availing sabbatical leave, the employee shall not take up any full time/part time/consultancy in the nature of employment or any other type of employment elsewhere.
5. The company agrees to grant the sabbatical fromtoof..... years in accordance with the request of the employee.
6. The employee agrees to furnish herewith his/her correct address, email id, contact no. for future correspondence with the company and undertakes to keep the company informed as and where there is change in his/her address, email id and contact no.
7. It has further been agreed that in the event of the employee failing to report to duty within 10 days of the expiry of the sabbatical leave, it would be deemed that the employee has left the Company on his/her own free will and violation and the Company shall be entitled to take action in accordance with the terms and conditions of the Scheme.
8. The company agrees that it shall faithfully abide by the terms and conditions of the scheme introduced by it and extend all benefits to the employees in terms thereof.
9. In the event of any disputes or differences in respect of this matter, the Courts in whose jurisdiction the Unit from where the employee proceeded on sabbatical, shall have jurisdiction to entertain any litigation of proceedings.
10. In case employee is arrested or involved in any criminal case during the period of sabbatical leave, company shall take appropriate action against employee under UCIL's Discipline and Appeal Rules Rules/Standing Order applicable

In witness whereof both the parties above named has executed this Agreement in the presence of the Witness attesting hereunder

Witness:

For: Uranium Corp. of India Limited

1. ()

Company

2. ()

Company