

From : Ranjaneswar Halder <rhalder@ti-bangladesh.org> Thu, Jun 19, 2014 07:01 PM
Subject : Ammendment to study leave policy
To : All Staff <allstaff@ti-bangladesh.org>

CIRCULAR

19 June 2014

Subject: Study Leave Policy.

The following modification/addition has been made to the study leave policy with effect from January 13, 2014.

1. **Duration of leave:** The duration of leave entitlement will be up to a maximum of two years.
2. **Requirement to serve TIB on return:** An employee who is granted study leave shall be required to serve TIB on his/her return from the leave a period equivalent to the period of leave availed or pay gross salary in lieu. In case a staff serves a portion of the required mandatory tenure, the payment of gross salary shall be for the unserved period.
3. **Right to termination:** TIB reserve the right to terminate the employee for cause following relevant HR Policy during or after the study leave. In case of separation before serving the required period, the provision at 2 above will apply.
4. **Exemption:** Staff will be exempted from the requirement of serving TIB only if the position is abolished due to restructuring of the organization/ project.

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