

From : Ranjan Halder <rhalder@ti-bangladesh.org> Tue, Sep 23, 2014 10:59 AM

Subject : Rest and Recreation Leave

To : All Staff <allstaff@ti-bangladesh.org>

Dear All,

As you are aware, the Board has approved a new Rest and Recreation Leave Policy under which the staff will continue to get R&R leave in BIBEC (expected to start on 01 October 2014) but no allowance will be available.

In view of this change in policy, certain issues have come up which deserve clarification. I hope the two questions and their answers below will serve the purpose.

**1. When will R&R leave be due in BIBEC?**

R&R Leave will be counted from start of PDC. The first R&R Leave in BIBEC will be due on completion of three years from the date of joining or on completion of three years from the date previous R&R leave became due. Example: (1) A staff joined PDC on 01 April 2009 His/her first R&R leave was due on 31 March 2012. The staff will get his/her next R&R leave on 31 March 2015 (first year of BIBEC). (2) A staff joined PDC on 7 June 2013. He/she will be entitled to his/her first R&R leave on 6 June 2016 (second year of BIBEC).

**2. Will the staff moving from PDC to BIBEC get any allowance when his/her first R&R leave becomes due in BIBEC?**

Yes. TIB has created provision for R&R leave allowance for the full period of PDC. This means during PDC each staff has accumulated certain amount of R&R allowance depending on the eligible tenure served in PDC. A staff whose next R&R leave will be due on 31 March 2015 will get the amount that has been accumulated from 01 April 2012 to 30 September 2014. A staff whose first R&R leave in PDC accrues on 31 July 2017 will get allowance that has been accumulated for August & Sept 2014. The entitlement of the allowance at the time of first R&R leave in BIBEC will have no relation to the basic salary at that time. The accumulations have been made on the basis of basic as of September 2014.

If you have any further questions on this issue, please feel free to ask.

Best,

Ranjan Halder  
Director Finance & Admin  
Phone: +880 2 9887884, 8826036