

Holiday Homes- General Guide lines

01. Eligibility : Who can avail the facility?

- a. Employees and their dependents/close relatives, when they accompany the employees.
- b. Ex-employees retired on Superannuation/ Voluntary Retirement Scheme (VRS)/ Special Voluntary Retirement Scheme (SVRS) and their dependents when they accompany the Ex-employees.
- c. Employees/Ex-employees retired under superannuation/VRS/SVRS2000 who have a residence at the place where Holiday Home is situated are not eligible.

02. General :

- a. Advance booking through on line mode only (The link is [Holiday Home](#))
- b. The facility can be availed while proceeding on LFC/Leave/Holiday.
- c. The booking is on first come, first serve basis
- d. Only one room will be allotted on booking of any Holiday Home.
- e. Particular Holiday Home can be booked only once in a calendar year.
- f. Can book the room in Holiday Home 30 days in advance. For employees proceeding on LFC, booking is permitted up to 90 days in advance.
- g. Other things being equal, employees availing LFC will have preference over others.

03. Duration of stay:

- a. Normal duration of stay is up to 3-5 days.
- b. The maximum period of stay may be different for each Holiday Home, but within the range of maximum 3-5 days only, depending on the demand for Holiday Home.

04. No.of occupants :

- a. Occupants not to exceed 4 persons (2 adults and 2 children) per room provided with 2 beds. Age limit for consideration as children is up to and including 12 years.
- b. Booking can be done for 4 members only through Holiday Home online booking portal. (Employee/Ex-employee plus 3 dependents/close relatives).

05. Check-in Check-out facility:

- a. A single day’s booking implies a maximum of 23 hours occupancy, between the check in- check out time specified to the Holiday Home.
- b. Check-in/Check-out time may vary depending on Hotels’ booking schedule/Location of Holiday Home and will be updated by PP&A section, GA Vertical, RC&GA Wing)

06. Extension/shortening/Cancellations of bookings :

- a. In case of extension, additional room rent will be calculated automatically and collected.
- b. In case of shortening or cancellation, there will be no refund.
- c. Appropriation of rent towards accommodation for any other period is also not permitted.
- d. If an Employee/Ex-Employee was not able to visit a Holiday Home after booking and had cancelled the booking prior to at least 3 calendar days from the date of checkin (The 3 calendar days includes check-in date and is irrespective of check-in time), he/she will be allowed to book the same Holiday Home one more time in the current calendar year. (This opportunity will be given only once for the respective Holiday Home, in a calendar year.)

07. Rental Structure :

- a. For employees and dependents eligible for reimbursement under LFC Rules:

Room Provided with up to 2 beds *	- Rs.50/- per individual per day - Rs.75/- per family per day per room
Room Provided with more than 2 beds*	Rs.100/- per family per day per room

(*Details will be available in online booking portal for each Holiday Home)

- b. For dependents/close relatives who are not eligible for reimbursement under LFC Rules or dependents/close relatives exceeding the room capacity:

In respect of Holiday Homes housed in Bank’s own buildings and leased properties	2 times the rentals applicable to employees
In respect of Holiday Homes housed in hotels	actuals as paid by the Bank

Room rent charges will be automatically debited to the employee account linked in HRMS. Cash collection is discontinued.

08. Catering facility:

- a. Catering facilities are available at few Holiday Homes housed in hotels as well as in other Holiday Homes.
- b. Wherever catering services are available, charges for food and beverage is to be paid separately.

09. Employees/ex-employees :

- a. shall invariably establish their identity at the Holiday home and same shall match with the bookings done through online module.
- b. during their stay at Holiday Home, should maintain utmost discipline and decorum.
- c. will be held personally liable for any misuse of facilities and damage caused to the property of the Bank.
- d. to take care of their personal belongings and Bank will not be liable for any loss/damage caused to person or property during the stay at the Holiday Home.

10. Feed back :

may record their feedbacks/ suggestions/compliments/complaints, if any,

- in online portal (The link is [Holiday Home](#))
- in the register provided at the Holiday Home.