


| REVISION HISTORY | | | |
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| REV | Description of Change | Author | Effective Date |
| 1.0 | Sabbatical Leave Policy | Manasi Das | 01-Nov-16 |
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1. Policy Statement :

This Policy defines the description about Sabbatical leave, which is an extended support to the employees while taking a break for a longer time period (3 months to 1 year) from the organization, for any kind of cause/reason deemed to be genuine and feasible.

2. Purpose :

The purpose of availing this leave will be based on the following reasons :


- 2.1 Medical grounds (Self/Immediate dependents)
- 2.2 Higher study (PHD/Research oriented)
- 2.3 Marriage (Female employees)
- 2.4 Any other unavoidable circumstances

3. Scope :

The coverage/scope of the policy extends to all Full Time Employees(FTE) of CSM who has completed a minimum tenure of Five consecutive years with CSM as mentioned in the Point. No.-4 Eligibility section.

4. Eligibility :

- 4.1 The Full Time Employee's work performance should be as per the standard (based on HODs feedback).
- 4.2 The purpose/reason of sabbatical leave must be genuine and unavoidable. *(refer point no.2)*
- 4.3 Must not have taken a sabbatical leave in the last 5 years.
- 4.4 Sabbatical Leave Period can be availed based on the tenure served in the organization:
 - 4.4.1 3-6 months, if completed 5 years.
 - 4.4.2 Upto 9 months, if completed 8 years.
 - 4.4.3 Upto 1 year, if completed 10 years.
- 4.5 However, considering the urgency and genuinity of the case, sabbatical leave can be provided, who has completed a minimum of 2 consecutive years of service at CSM. Accordingly, the leave period will be decided by the concerned HOD, followed by the necessary processes. *(Total Years of service will be calculated from the date of joining).*
- 4.6 The employee understands and accepts that this is a leave without Pay and hence the EPF and ESI are not applicable during the leave period.


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5. Procedures :

- 5.1 If the employee requires such a provision then he/she needs to adhere the approval process as mentioned :
 - 5.1.1 Sending Request to RA (through Kwantify) before 45 days from the date of commencement of leave.
 - 5.1.2 RA will have a discussion with concerned HoD and HRD for the said purpose.
 - 5.1.3 Based on the discussion, If the case seemed feasible, the leave will be approved by the RA.
 - 5.1.4 Upon approval, RA and the concerned HOD has to ensure that the KT process is completed successfully.
 - 5.1.5 If the case seems unfeasible, the requested leave may not be accepted.
- 5.2 On approval of the Leave request, a confirmation letter will be issued by HR Dept to the concerned employee.
- 5.3 Employee needs to serve a notice period of One month to complete the pending assignments and give KT to the concerned person.
- 5.4 Before leaving, the employee needs to hand over all company properties and records to the concerned authorities.

6. Rules & Regulations :


- 6.1 Sabbatical Leave cannot be claimed as of right and when exigencies so demand. It may be refused or revoked by the authority empowered to sanction the leave.
- 6.2 Sabbatical leave must be taken in one continuous period and it should not be splitted into shorter periods.
- 6.3 The other Terms of agreement for employment remains in force during the period of sabbatical also.
- 6.4 The Employee and the Employer understand and agree that the employee's position will remain open and available when the employee returns.
- 6.5 Once the time period for the sabbatical leave is agreed on in writing, it cannot be extended. However, in urgent cases, approval by the management is mandatory. But, the total leave taken should not exceed one year.
- 6.6 However, if the leave period is shortened, then prior notice to the RA and HoD is required.

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- 6.7 As the employee would be within the consideration of leave without pay, if he/she is assigned with some work due to urgent business requirements, then the organization will settle by compensating it financially.
- 6.8 Effort Time of the assignments can be fixed based on the deliverables (hourly/Day basis).
- 6.9 For any deliverables, both the parties has to abide by the terms and conditions laid down in the agreement and duly agreed upon into.
- 6.10 Based on the successful submission of deliverables and approval of the concerned authority, you need to submit the invoice for releasing payment.
- 6.11 On completion of the sabbatical leave period, employee needs to resume office on the stipulated date as decided by both the parties.
- 6.12 If the employee fails to resume service within 2 working days, it will be understood that the employee is no more willing to continue his/her service.
- 6.13 Based on urgencies, the concerned employee may request to extend the sabbatical leave period but the request should be communicated to the RA and HOD, before 7 days from the date of completion of sabbatical leave.
- 6.14 If the request is accepted by the RA and HOD, employee can continue the leave for the extended period and resume service accordingly.
- 6.15 However, if the request is not accepted, the employee has to resume the service as per the scheduled date, failing which, a show cause notice will be issued by the HR to the concerned employee.
- 6.16 HR can close the employment with the concerned employee, if he/she didn't resume service even after receiving the show cause notice.
- 6.17 You may use your sabbatical for any purpose unless until explicitly mentioned for a particular purpose, as long as it is not in conflict with the interests of CSM Technologies.
- 6.18 During the sabbatical leave, employee should not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the employment with the Company.
- 6.19 The minimum gap between two sabbatical leave should be at least 3 years. During the leave period, the employee should inform the concerned authority (HOD and HR) about any changes in communication. (Address, Contact No, E-Mail IDs, etc).

7. Return from Sabbatical :

- 7.1 When the employee returns from sabbatical leave, he/she will be assigned the same profile or a substantially comparable position to the one held before the sabbatical.

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- 7.2 However, if the business conditions change during the leave period, the concerned authority (HOD and HR) will make reasonable efforts to find a suitable position based on the qualifications and exposure.
- 7.3 Once the employee resumes service on the scheduled date, the HR has to communicate to the HOD and RA as well as the communication will also be forwarded to all the concerned departments.

8. Enforcement :

The above mentioned norms and regulations are based on Company policies and procedures. These are subject to amendments and modifications from time-to-time.
