

Question:

explain sabbatical leave in paragraph format. and show in table its eligibility and restriction to apply in table format. Conclusion should be 100 words in paragraph and table and bullet format

Answer:

Sabbatical leave is a policy designed to allow employees to take a career break for specific reasons over a predetermined period. At Affine, full-time employees with a minimum tenure of one year are eligible for sabbatical leave, provided they have a valid reason such as pursuing higher education or addressing medical emergencies. The leave is unpaid and requires prior approval from the Reporting Manager and VP, with applications submitted at least three months in advance. Employees can take up to two sabbaticals during their tenure, each lasting up to three months, with a minimum gap of one year between two sabbaticals. During the sabbatical, entitlements like health insurance and allowances are suspended, and employees must commit to staying with Affine for at least six months after returning.

Eligibility and Restrictions Table

Eligibility	Restrictions
Full-time employees with a minimum tenure of one year	Maximum of two sabbaticals during tenure
Valid reasons such as higher education or medical emergencies	Cannot take sabbatical twice in a year
Written approval from Reporting Manager and VP	Minimum gap of one year between two sabbaticals
Application submitted at least three months in advance	Unpaid leave with no entitlements like health insurance, PF, or gratuity
Commitment to remain engaged with Affine for six months post-return	Cannot work for another company during sabbatical

Conclusion

Sabbatical leave at Affine is a thoughtful policy aimed at supporting employees in managing personal priorities while maintaining their career trajectory. It provides flexibility for pursuing education, addressing medical needs, or exploring personal interests. However, it comes with strict guidelines, including unpaid status, limited frequency, and mandatory commitment post-return. Employees must carefully plan and adhere to the terms to ensure a smooth transition back to work. This policy reflects Affine's commitment to employee well-being while balancing organizational needs.

****Key Points in Bullet Format:****

- Eligibility: Full-time employees with one-year tenure and valid reasons.
- Restrictions: Maximum two sabbaticals, unpaid leave, and no external employment.
- Process: Approval required, application three months in advance.
- Commitment: Six months engagement post-return.

Sources: