

Question:

explain sabbatical leave in paragraph format. And show in table its eligibility and restriction to apply

Answer:

Sabbatical leave at Affine is a policy designed to provide employees with the opportunity to take a career break for specific reasons over a predetermined period. It is intended to help employees manage competing priorities, such as pursuing higher education, addressing medical emergencies for themselves or their families, or exploring personal interests. Sabbatical leave is unpaid and does not include entitlements like health insurance, provident fund (PF), or gratuity during the leave period. Employees must apply for sabbatical leave at least three months in advance, obtain written approval from their Reporting Manager and VP, and commit to remaining engaged with Affine for at least six months after returning. The policy allows for a maximum of two sabbaticals during an employee's tenure, with specific restrictions on frequency and duration.

Aspect	Details
Eligibility	<ul style="list-style-type: none">• Full-time employees with a minimum tenure of one year at Affine.• Valid reasons include pursuing higher education, medical emergencies for self or family, or pursuing an area of interest.
Restrictions to Apply	<ul style="list-style-type: none">• Maximum of 2 sabbaticals during tenure at Affine.• Cannot take sabbatical twice in a year.• Each sabbatical is up to 3 months; longer durations require VP/CEO approval.• Gap of at least one year between two sabbaticals.• Unpaid leave with no entitlements like health insurance, PF, gratuity, etc.• Earned leave will not be adjusted against sabbatical leave.