

Question:

what is sabbatical leave policy? in table format, paragraph, ul, li with bold and underline

Answer:

Sabbatical Leave Policy Overview

Paragraph Format

Affine Analytics offers a Sabbatical Leave Policy for full-time employees who have completed at least one year of service. The policy allows employees to take a career break for specific reasons such as pursuing higher education, handling medical emergencies, or exploring personal interests. Employees must obtain written approval from their Reporting Manager and VP, apply three months in advance, and commit to staying with Affine for at least six months after returning. Sabbaticals are unpaid, with no entitlement to benefits like health insurance or allowances during the leave. Employees can avail of a maximum of two sabbaticals during their tenure, each lasting up to three months, with a minimum gap of one year between sabbaticals. Upon return, employees are entitled to their original designation but may not return to the same project. If an employee decides not to return, they must notify the company four weeks before the sabbatical ends and complete exit formalities.

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- **Eligibility:** - Full-time employees with a minimum tenure of one year.
- Valid reasons include pursuing higher education, medical emergencies, or personal interests.
- **Application Process:** - Written approval required from Reporting Manager and VP.
- Application must be submitted three months in advance.
- Commitment to stay with Affine for six months post-return.
- **Entitlement:** - Maximum of two sabbaticals during tenure.
- Each sabbatical lasts up to three months.
- Minimum gap of one year between sabbaticals.
- Sabbaticals are unpaid with no benefits like health insurance or allowances.
- **Conditions During Sabbatical:** - Employees cannot work elsewhere.
- Company assets must be returned, and email access will be disabled.
- **Post-Sabbatical:** - Employees return to their original designation but may be reassigned to different projects.
- Must notify the company four weeks before the sabbatical ends if not returning.

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| Aspect | Details |
|------------------------------|--|
| Eligibility | Full-time employees with a minimum tenure of one year; valid reasons include higher education, medical emergencies, or personal interests. |
| Application Process | Written approval required from Reporting Manager and VP; application must be submitted three months in advance; commitment to stay with Affine for six months post-return. |
| Entitlement | Maximum of two sabbaticals during tenure; each lasts up to three months; minimum gap of one year between sabbaticals; unpaid leave with no benefits. |
| Conditions During Sabbatical | Employees cannot work elsewhere; company assets must be returned; email access will be disabled. |
| Post-Sabbatical | Return to original designation but may be reassigned; notify company four weeks before sabbatical ends if not returning. |

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- **Eligibility:** - Full-time employees with a minimum tenure of

one year. - Valid reasons include higher education, medical emergencies, or personal interests. - Application Process:
- Written approval required from Reporting Manager and VP. - Application must be submitted three months in advance. - Commitment to stay with Affine for six months post-return. - Entitlement: - Maximum of two sabbaticals during tenure. - Each lasts up to three months. - Minimum gap of one year between sabbaticals. - Sabbaticals are unpaid with no benefits like health insurance or allowances. - Conditions During Sabbatical: - Employees cannot work elsewhere. - Company assets must be returned, and email access will be disabled. - Post-Sabbatical: - Employees return to their original designation but may be reassigned. - Must notify the company four weeks before the sabbatical ends if not returning.