

Question:

what is sabbatical leave policy

Answer:

Sabbatical Leave Policy Overview Affine Analytics provides a structured sabbatical leave policy that allows eligible employees to take extended breaks for personal or professional purposes while ensuring operational continuity. #### Eligibility Criteria: - **Minimum Tenure:** Employees must have completed at least one year of full-time employment. - **Valid Reasons:** Sabbatical leave can be taken for purposes such as pursuing higher education, addressing medical emergencies (for self or family), or exploring personal interests. #### Duration: - **Maximum Sabbaticals:** Employees can avail of two sabbaticals during their tenure at the company. - **Leave Duration:** Each sabbatical can last up to three months, with extended time requiring special approval from the VP/CEO. - **Gap Between Sabbaticals:** A minimum gap of one year must be maintained between two sabbaticals. #### Application Process: - Employees must obtain written approval from their Reporting Manager and VP. - Applications should be submitted three months in advance, outlining the purpose and expected outcome of the sabbatical. - A commitment to remain with the company for at least six months post-return is required. #### Company-Specific Terms: - **Unpaid Leave:** Sabbaticals are unpaid, with no access to benefits like health insurance, PF, gratuity, or allowances during the period. - **Restrictions:** Employees are prohibited from working elsewhere during the sabbatical. - **Employment Continuity:** Sabbatical leave does not impact the employee's continuity, but benefits tied to length of service (e.g., annual leave, sick leave) are paused. - **Asset and Account Management:** Employees must return company assets (e.g., laptop), and their accounts, such as email access, will be suspended during the leave period. - **Post-Leave Assignment:** Upon return, employees will retain their original designation but might be reassigned to different projects/clients. #### Exit Terms: - If an employee decides not to return post-sabbatical, they must notify their Reporting Manager and VP/HR four weeks prior to the end of the sabbatical. - All assets and documentation must be returned, and knowledge transfer/process closure must be completed.

Affine Analytics' sabbatical policy reflects a balanced approach to providing employees the flexibility to take extended breaks while ensuring operational stability.