



## Quadwave Sabbatical Leave Program

### 1 Sabbatical Leave

Sabbatical Leave is a period in which an employee does not report to their work but is still employed by their company.

### 2 Policy Brief

Quadwave offers eligible employees a Sabbatical Leave Program. This program is a part of the Quadwave Wellness Care Program and in addition to the regular leave policy. The Quadwave Sabbatical Leave Program allows you to take extended time off to relax, recharge and re-energize for your return to work with a renewed commitment to supporting Quadwave's future success.

Our Sabbatical Leave Program offers eligible employees up to three months of time-off. The program is effective from 1<sup>st</sup> Jan 2022.

### 3 Who is Eligible

You are eligible for the Quadwave Sabbatical Leave Program if you are a full-time employee.

You will be ineligible for a sabbatical if any of the following situations occur:

- Your employment with Quadwave is terminated for any reason
- The Quadwave Sabbatical Leave Program is discontinued

### 4 Eligibility Period

- You may take a sabbatical once you have completed three years of continuous regular employment.
- You will be eligible for your next sabbatical on completion of another consecutive three years of active service from your last sabbatical leave date

### 5 Years of Service

The Joining date (as an employee) will be used as a basis for determining the first three years of service. The following is an example of eligibility determinations.



- Your employment began on March 15, 2012, and you have worked as a full-time employee from that date with no breaks in service. On March 15, 2015, you will become eligible for your first sabbatical

## 6 Compensation

- Your compensation will be paid as per the below
  - 50% pay of your monthly salary for the first month
  - 25% pay of your monthly salary for the second month
  - Loss of pay for the third month
- When you are on sabbatical leave, you will not be allowed to take any accrued leave during this period
- The pay you receive during your sabbatical will be based on your regular compensation in effect on the day prior to your beginning of your sabbatical, or if you receive a compensation increase while you are on sabbatical, you will receive pay as per the revised compensation effective on the date of the increase
- The purpose of the sabbatical is to provide you with extended time away from work to rejuvenate and then return to work. Hence, we do not have a sabbatical cash-out option in lieu of taking sabbatical leave

## 7 Other Work

You will not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the Sabbatical Leave Program without the written permission of the management of the company.

## 8 Benefits

While you are on sabbatical leave, your employment status, contract, and benefits (e.g., health insurance) will remain intact. We will inform you promptly about any unforeseen or organizational changes (e.g., department restructuring.)



## 9 Procedures

- A sabbatical is a long time to be away from your work, and your manager will need to plan for your absence and your return to work. To allow your manager to plan for your absence, you should obtain at least 30 days prior approval from your manager and HR
- Sabbatical time-off should be availed over a continuous period and in a multiplication of one month, and it cannot be broken down into smaller sabbatical time-off
- You must state the reason for the sabbatical and any planned activities you wish to undertake during the sabbatical
- You may use your sabbatical for any purpose if it is not in conflict with the interests of the Quadwave code of conduct