

 <b>Mphasis</b> The Next Applied	<b>Annexure C -Sabbatical Agreement</b> <b>Policy Name:</b> Sabbatical Policy <b>Effective Date:</b> 29-Nov-2024 <b>Process Owner:</b> Head, Comp & Ben	<b>V1.2</b>
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**Employee Name:** Mythika Kanthasami

**Emp NO:** 2587518

**Employee Address:** Krishnagiri, TamilNadu

Dear Mythika Kanthasami (employee name) ,

**Subject: Request for Sabbatical for w.e.f 04/07/2025 to 04/01/2026**

**Reference: your application for request dated 23/06/2025**

The Company had implemented the Sabbatical Policy on your request, and you are aware of the same.

Based on the aforesaid guidelines, you had submitted request dated 23/06/2025 for Sabbatical for a period of 6 months months with effect from 04/07/2025 to 04/01/2026. The Company has considered and accepted your said request.

Please note that during this period of sabbatical you will be bound by the terms and conditions of the Sabbatical Policy, including the following:

- (i) You will not be entitled to any salary and / or other monetary benefits during the period of your Sabbatical,
- (ii) The Company will not be liable to make any provident fund contributions for you during the period of your Sabbatical.
- (iii) You will continue to be entitled to the medical benefits under the medical insurance coverage (as per the plan that you had opted for) till the end of the enrollment period.
- (iv) You will not be eligible for any incentive or bonus plan including Pay for Results or Sales Incentive.
- (v) In case you have taken any loan / advance from the Company, you are liable to either repay the entire amount to the Company before proceedings on Sabbatical and or hand over postdated cheques to the Company for the balance amounts payable.
- (vi) You will continue to be bound by among others the terms and conditions of your letter of employment, the Mphasis Business Code of Conduct, any confidentiality / non-disclosure agreements executed by you.
- (vii) You will not be employed for profit during your Sabbatical
- (viii) Company Sabbatical – on completion of the sabbatical, company will endeavor to deploy you in a suitable job / position. However, in the event that a suitable job / position is not available and / or you refuse the job / position offered to you, the Company will be constrained to terminate your

employment. Further in the event that you fail to rejoin employment on the expiry of your Sabbatical, it will be deemed that you have relinquished lien over employment and the Company will be entitled to take necessary steps to terminate your employment.

- (ix) Talent Pool Sabbatical - in the event that a suitable job / position is not available, 04/01/2026 will be the end date of Talent Pool Sabbatical on the system.

You further undertake to indemnify the Company in case of any violations / breach of the aforesaid terms & conditions / consequential damage / injury / loss to the Company.

Please note that the address given hereinabove is as confirmed by you and shall be the address to which all further communications / notices maybe issued to you by the Company.

Please sign on the copy of the letter attached and return to the Company as acknowledgement and acceptance of the aforesaid terms and conditions of the Sabbatical Policy.

Thanking you,

For \_\_\_\_\_

Mythika Kanthasami

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### Acknowledgement

I, Mythika Kanthasami have read and understood the above terms and conditions governing my Sabbatical Leave and hereby accept the said terms and conditions in totality.

Signature: Mythika Kanthasami

Name: Mythika Kanthasami

Date: 23/06/2025

Place: Krishnagiri, TamilNadu