

	Annexure B – Sabbatical Application Form Policy Name: Sabbatical Policy Effective Date: 15-Oct-10 Process Owner: Head, Comp & Ben	V1.1
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Application Form for Applying Sabbatical Leave

1. Employee Name: Mythika Kanthasami

2. Employee ID: 2587518

3. Manager/Leader Name: Narayanan V (2116478)

4. Reason for applying to sabbatical *(tick the option below)*:
 - ☐ Health Reasons for self or a close relative
 - ☐ For higher studies or other professional development activities
 - ☐ Performing community service
 - ☐ For accompanying spouse on short term assignment to different location
 - ☐ Spending time with family / pursuing hobby / etc.
 - ☐ Maternity
 - ☒ On-request extension of Talent Pool period (maximum 6 months)
 - ☐ Other, please specify _____

5. I require sabbatical leave for six(6) months, effective from 04/07/25(DD-MM-YY) to 04/01/26(DD-MM-YY)

6. As per the policy, I meet the eligibility criteria of 10-year service (for non-maternity sabbatical) / 5-year service (for maternity sabbatical) / Talent Pool period completion as per Talent Pool Policy (for Talent Pool Sabbatical) with Mphasis
(tick the option below):
 - ☒ Yes
 - ☐ No

Date: 23/06/2025

Signature: Mythika Kanthasami