



# Sabbatical Policy

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## **SABBATICAL LEAVE POLICY**

### **INTRODUCTION:**

This policy is designed to allow employees to have a break from their assignments for a predetermined period; A sabbatical will enable you to take extended time off to relax, recharge and re-energize for your return to work with a renewed commitment to supporting Infiniti's future success.

### **ELIGIBILITY:**

1. You are eligible for the Sabbatical Program if you are a Permanent Regular employee. You may take a sabbatical once you have completed 3 years of continuous regular employment.
2. Have a valid reason or need for the leave and have discussed & have the consent of the Manager, HRBP, and the Business Head.
3. Apply at least 3 months in advance and undertake a written commitment to remain engaged with Infiniti for at least 1 year following their sabbatical leave. If the employee decides to leave Infiniti within 1 year from the return date to work, the employee will have to pay 2 months of Basic Salary to Infiniti.
  - In case the employee's performance is not up to the mark after joining back from Sabbatical, under these circumstances, Infiniti has all the rights to put the employee under the PIP program.
4. Request for Sabbatical leave should not increase the limit of Sabbatical leaves. i.e., 3 months.
5. Is willing to abide by the terms & conditions of sabbatical leave.

### **ENTITLEMENT TO SABBATICAL LEAVE:**

1. Employee may undertake a maximum of 2 sabbaticals in his/her tenure with Infiniti. Each sabbatical will be for a period of up to 3 months only. However, any previously agreed Sabbaticals may be considered before approving further requests.
2. There should be at least one year between the 2 sabbaticals as mentioned above.
3. Sabbatical leave will be unpaid leave. No allowance/reimbursements will be paid during a sabbatical leave.
4. Balance paid Leaves will not be adjusted against Sabbatical leave.

**Reasons for Sabbatical:**

If an employee is eligible for a sabbatical, he/she can avail of the same for-

- Medical Reasons- Documents must be submitted for the same
- Education Reason- Documents must be submitted for the same

**TERMS AND CONDITIONS:**

1. A sabbatical will not result in a break in existing Employment.
2. Employees must discuss sabbatical leave with their reporting heads and the HRBP and should be authorized at least 3 months in advance.
3. Sabbatical Leave is not to be used for work purposes. Employees are restricted from acting as a consultant/contractor or working as an employee/director for any other organization. Otherwise, Infiniti has all the right to take disciplinary or Legal action.
4. The employee should be sent any information that the Managers consider relevant about developments within their Teams/BUs in order to keep the Employee up to date. This is the responsibility of the reporting manager.
5. Employees will remain on their current terms and conditions of assignment although not at work.
6. If Performance appraisal is due during the sabbatical leave, the individual will be eligible for the Performance appraisal in the next cycle post resuming office.
7. The cycle in which the employee's Performance appraisal would occur after the sabbatical leave will remain as the actual Merit cycle in all the upcoming years during the employee's tenure with Infiniti.
8. Sabbatical leave must be taken in one continuous period. You cannot split it into several shorter periods.

**Service Adjustments:**

Suppose you are employed at Infiniti but have a service adjustment. In that case, the type of adjustment will determine how that period applies to the calculation of your years of service for your sabbatical. If you:

1. Take a leave of absence; you will receive credit towards your years of active employment for up to 30 days of leave time. Any time off more than 30 days will not count toward the three-year requirement for your sabbatical; however, such leave will not cause a break in employment.
2. Have you worked at Infiniti as a contractor, this time will not count toward your three years of active, continuous service as a regular employee.
3. Rehired as a regular employee, your prior years of service will not count toward your three years of active, continuous service.
4. Transfer from working in another country that did not offer sabbaticals to India with no breaks in service, your time in the previous country will count towards your service eligibility.

**Sabbatical Leave Approval Process:**

1. Requests for Sabbatical should include writing to the Manager/HRBP, start and end date of the Sabbatical at least 3 months before the proposed sabbatical.
2. The decision on whether to grant a Sabbatical will be confirmed to the employee in writing within 20 working days upon receiving the request.
3. If the Manager says no to the request, the employee can write to the Business Head within 5 working days of receiving the decision from the Manager.
4. No further appeal beyond the Business Head will be heard.

**ON RETURN FROM SABBATICAL:**

1. Employees must confirm the date of their return to work in writing to their Manager and the HRBP prior to taking the sabbatical.
2. The individual is entitled to return to their original designation but may be assigned another task within the same Team/Department. If business conditions change during your absence, Infiniti will make reasonable efforts to help you find a suitable position for which you are qualified at that time

**WHERE AN EMPLOYEE DECIDES NOT TO RETURN TO WORK:**

1. If the employee decides not to return to work, they should give a written request to the Manager and the HRBP at least 4 weeks before the sabbatical is due to end.

2. Individuals would be required to return to work and serve 2 months of the notice period or pay 2 months of Basic Salary to Infiniti.
3. The necessary exit formalities would need to be completed by the Employee and return all assets to Infiniti.
4. Failing to comply with the above Infiniti guidelines will not give any reference check for the Employee, and no relieving letter/documents will be issued.

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