



## **Sabbatical Leave Policy**

### **Introduction**

At Affine, we understand that our employees manage competing priorities hence this policy is designed to give them the opportunity to take a career break for specific reasons for a pre[1]determined time period.

### **Eligibility**

- Full time employees with a minimum tenure of one year at Affine
- Should have a valid reason or need for the leave, for example:
  - Pursue higher education or Medical emergency for self or family
  - Pursue their area of interest

### **Process**

- The employee should discuss and take a written approval from the Reporting Manager and VP
- The employee should apply for sabbatical leave at least 3 months in advance
- The employee needs to undertake a commitment to remain engaged with Affine for at least 6 months following the return from sabbatical leave
- The employee will be required to handover the laptop and his/ her email ID will be disabled
- The employee should abide by the terms & condition of sabbatical leave

### **Entitlement to sabbatical leave**

- Full-Time employees may undertake a maximum of 2 sabbaticals during their tenure at Affine
- An employee will not be eligible to take sabbatical twice in a year
- Each sabbatical will be for a period of up to 3 months only. In case of longer duration, the same needs to be approved by VP/CEO
- There should be a gap of at least one year between two subsequent sabbatical leaves
- Sabbatical leave will be an unpaid leave with no entitlements like health insurance, PF, Gratuityetc. Eligible leave will not be adjusted against Sabbatical leave
- Employee will not be eligible for any allowance/ reimbursements / Earned Leave will be paid /credited during the sabbatical leave

### **Affine Analytics Private Limited**

453, BBMP No. 351/453, 4th sector, HSR Layout, Bangalore, KA, IN – 560102.  
Tel: +91-80-6569-0996 | Web: [affine.ai](http://affine.ai) | Mail: [info@affine.ai](mailto:info@affine.ai)

**Affine Confidential**  
CIN No: U74999KA2011PTC057118



## **Terms and conditions**

- A sabbatical will not result in a break in employment. However, provisions dependent upon length of service i.e. annual leave, sick leave, and maternity leave will be deemed to be suspended during the period of the sabbatical
- The employee availing sabbatical leave cannot work for another company, while in employment at Affine
- The employee should be sent any information that the reporting manager considers relevant in relation to developments within their team in order to keep the employee up to date. This can be sent on personal email/mobile phone
- The employee will remain on their current terms and conditions of assignment although not at Work.
- If Performance appraisal is due during the sabbatical leave, the individual will have to complete the appraisals before commencement of sabbatical leave
- On joining, the individual will be required to submit a report if the leave was on medical Grounds

## **On return from sabbatical**

- The employee must confirm the date of their return to work in writing to their reporting manager and a copy to VP/HR prior to taking the sabbatical. The individual is entitled to return to their original designation but there is no guarantee that he/ she would return to the same project/client
- Sabbatical may impact the normal course of promotion and work assignment if the manager so deems appropriate

## **When the individual decides not to return to work**

- If the individual decides not to return to work, they should give a written request to Reporting Manager and VP/HR, at least 4 weeks before the sabbatical is due to end
- The exit formalities would need to be completed by the individual:
  - Return all assets / documents as necessary
  - Knowledge Transfer as necessary
- The individuals last day in the organization (to be stated in the experience/ relieving letter) would be the start date of the sabbatical leave

## **Affine Analytics Private Limited**

453, BBMP No. 351/453, 4th sector, HSR Layout, Bangalore, KA, IN – 560102.  
Tel: +91-80-6569-0996 | Web: [affine.ai](http://affine.ai) | Mail: [info@affine.ai](mailto:info@affine.ai)

**Affine Confidential**  
CIN No: U74999KA2011PTC057118

## Long Leave Policy

### Introduction

At Affine, we understand that our employees manage competing priorities hence this policy is designed to give them the opportunity to take a break for specific reasons for a pre-determined time period.

### Eligibility

- Full time employees with a minimum tenure of 6 months at Affine
- Should have a valid reason or need for the leave, for example:
  - Medical emergency of self or family
  - Personal reason

### Process

- The employee should discuss and take a written approval from the Reporting Manager and VP
- In case an employee is taking break to address health concern of self/ family, then the employee needs to send a formal email to HR at least a week prior to availing long leave
- In case an employee needs to avail long leave for any other reason, the same needs to be informed to HR, Reporting Manager & VP at least a month prior to availing long leave

### Entitlement to long leave

- Full Time employees may undertake a maximum of 1 long leave in a year
- Each long leave will be valid for a period of 1 month only. In case the long leave extends beyond a month (30 days), the terms & conditions per sabbatical leave policy would be applicable
- There should be a gap of at least 10 months between two subsequent long leaves
- During the long leave, an employee will be eligible to entitlements like health insurance, PF, Gratuity etc.
- Earned Leave, Optional Leave and Comp offs can be adjusted against long leave
- Casual/ Sick leave can be adjusted against long leave only in the case of medical condition of self/ family
- In case an employee does not have enough leave balance then he/ she will have to apply for LOP (Loss of Pay)
- In case of LOP, leave shall be deducted for weekends & company declared holidays
- Employee will not be eligible for any allowance/ reimbursements
- Earned leave & Casual/ Sick Leave will be credited to the employee's leave account as per the Leave policy norms
- The duration of long leave will not impact the experience letter

### Terms and conditions

- The employee availing long leave cannot work for another company, while in employment at

### Affine Analytics Private Limited



## Affine

- The employee should be sent any information that the reporting manager considers relevant in relation to developments within their team in order to keep the employee up to date. This can be sent on official email address/mobile phone
- The employee will remain on their current terms and conditions of assignment although not at work
- If Performance appraisal is due during the long leave, the individual will have to complete the discussions before commencement of leave
- On joining, the individual will be required to submit a report if the leave was on medical grounds

## Terms and conditions

- The employee availing long leave cannot work for another company, while in employment at Affine
- The employee should be sent any information that the reporting manager considers relevant in relation to developments within their team in order to keep the employee up to date. This can be sent on official email address/mobile phone
- The employee will remain on their current terms and conditions of assignment although not at work
- If Performance appraisal is due during the long leave, the individual will have to complete the discussions before commencement of leave
- On joining, the individual will be required to submit a report if the leave was on medical grounds

## Affine Analytics Private Limited

453, BBMP No. 351/453, 4th sector, HSR Layout, Bangalore, KA, IN – 560102.  
Tel: +91-80-6569-0996 | Web: [affine.ai](http://affine.ai) | Mail: [info@affine.ai](mailto:info@affine.ai)

**Affine Confidential**  
CIN No: U74999KA2011PTC057118