

valtech.

Sabbatical Leave and Return to Work Policy

Long leave opportunity for employees

Valtech Confidential

Table of Contents

1	Objective	2
2	Scope	2
3	Guidelines	2
4	Return to work	3
5	Exceptions	3
6	Special note	3
7	Policy Review.....	3
8	Whom to Contact	3
9	Process Flow	3

1 Objective

To provide long leave opportunity to employees for personal reasons such as enhancement of knowledge, advance studies in India or abroad, join spouse abroad or another place of posting in India etc.

2 Scope

All employees on regular rolls of Valtech India entities.

3 Guidelines

Sabbatical leave scheme offers eligible employees up to three months of unpaid leave after they complete one year of continuous service at Valtech.

For sabbatical applicant:

- Applicant to submit his / her sabbatical leave request via email to his/her Reporting Manager and mark CC to HRDesk. Applicant to submit sabbatical leave application at least two months in advance of planned start date of leave.
- Applicant can apply for sabbatical for up to 3 months or less
- Applicant can avail sabbatical only once in a calendar year
- Applicant to share sabbatical leave approvals with RMG Team (RMG-India@valtech.com) marking HR Team (IN-PeopleCulture@valtech.com) with the commencement date and end date mentioned once you get a confirmation from your manager.
- Applicant employee sabbatical tenure will begin with consumption of unused APL balance as on the start date of sabbatical. APL balance greater than 5 days will be consumed first as part of sabbatical, hence s/he will be paid for those APL consumption days of sabbatical. If the sabbatical applicant employee has less than or equal to 5 days of APL balance as on the start date of sabbatical, then s/he will start the sabbatical with 0 (zero) APL days used. In all cases, total sabbatical period will be up to 3 months including APL days
- Employee is expected not to take up any projects with any company and or competitor company of Valtech to avoid conflict of business interest. Violation of this condition will attract disciplinary proceedings against the individual
- Any employee who is granted Sabbatical shall not represent Valtech under any context and shall not in any way act or deal in a manner prejudicial to the interests of the company
- While an employee is on Sabbatical leave his/her employment status and all other terms and conditions mentioned in Employment letter remains same
- Associate will not be eligible for any All Purpose Leave (APL) grant while on Sabbatical
- This period shall not be treated as a break in service
- Employee will not be eligible for any kind of allowances, special incentives, if any for this period

For Manager:

- Manager to approve or decline sabbatical request on a first come basis. If an employee plays a critical role in the project/function, then Manager must identify an alternate team member to ensure it does not affect the productivity
- Manager is suggested to align with key stakeholders before approving or declining the sabbatical leaves request

For RMG:

Once RMG Team receives the approved sabbatical information from Employee and / or Manager, RMG will mark the employee under Sabbatical.

4 Return to work

- Associate to write a mail to RMG Team 15 days prior to completion of Sabbatical leave mentioning his/her availability to re-join
- Associate will report to RMG Team Manager upon return from Sabbatical leave
- RMG Team will check the Project availability, if there is any suitable project/function available then the associate will be mapped to that project

5 Exceptions

Any exceptions to the policy should have the approval of Executive Management. (To be duly followed by HR).

6 Special note

All applications for sabbatical leaves are subject to company approval at the sole discretion of company. Sabbatical Leaves are not default entitlement, hence subject to approval of company before it can be availed.

7 Policy Review

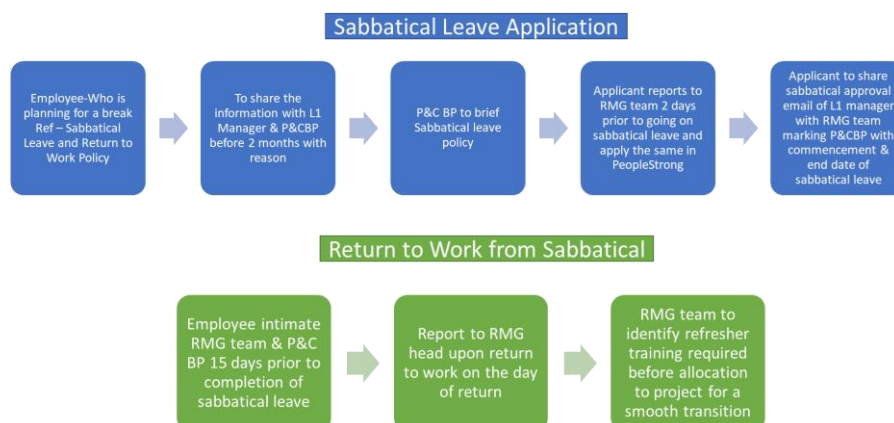
This policy will continue to be in force unless superseded by a revised policy. The Company reserves the right to amend, modify the entire policy or any part of it at any time.

8 Whom to Contact

For any clarifications on the Policy, you may contact HR Team.

9 Process Flow

Process Flow – Sabbatical Leave Application and Return to Work



----- End of the document -----