

Sabbatical Policy – India

Key Definitions & Related Documents

Key Definitions

Social / Community Cause: Full-time engagement for social and community development, for example working with registered NGOs, teaching in schools / colleges / universities etc.

Higher Education: To undertake any courses like PGP in management etc. from premier institutes.

Sabbatical: Extended time off from work without pay for 6 months up to 1 year.

Corporate Deployable Pool: Resource pool where Associates are aligned during transition between two projects.

LOP: Loss of Pay (LOP) is when no salary is paid for a particular leave day.

Home Manager: Home Manager is the individual to whom the associate reports directly in Cognizant (formerly referred to as HCM Manager).

Related Policies and Processes

[India Leave Policy](#)

Scope

The policy applies to all employees, including trainees, on the payrolls of Cognizant Technology Solutions India Private Limited ("Cognizant") and its affiliates, subsidiaries and joint ventures over which Cognizant has operational control, in the course of employment (collectively "Associates") with a minimum of three (3) years of continuous service in Cognizant.

Guiding Principles

- Sabbatical policy provides guidelines to the Associates to avail extended time off from active employment in addition to their eligible leave balance.
- Associates can take Sabbatical for a period of six to twelve (6 to 12) months. During this duration Associate will be on Loss of pay (LOP).
- Associates cannot go on Sabbatical on grounds of maternity. In such cases, maternity leave shall be applicable as per the India Leave Policy. The Sabbatical option cannot be exercised within six months of joining back after maternity leave.
- Associates on Sabbatical will be governed by the terms and conditions of employment.
- Associates on Sabbatical leave will be accounted in the same project code/ business unit.
- Redeployment will be based on open opportunities as per [Associate Deployable Pool policy](#).
- Associates availing Sabbatical should not accept any other assignment elsewhere that may lead to a scenario of dual employment for them, as per the [Code of Ethics policy](#).
- Associates need to exhaust their available leave balance before they avail the Sabbatical.
- The period of Sabbatical cannot exceed twelve (12) months which is inclusive of all paid leaves and LOP (Loss of Pay) taken on account of Sabbatical.
- Associates will not accrue any benefits (Leave, Employee State Insurance & Provident Fund) while on LOP during their Sabbatical. However, they will continue to be covered under Group Medical Coverage, Term Life Insurance and Group Personal Accident Insurance, Gratuity (wherever applicable). Associates should update their dependent details at the time of insurance renewal to avail of the benefit. Associates will be sent an email notifying the renewal of medical / accident insurance as per policy guidelines.

Eligible Associates can avail extended time off from work on account of the below mentioned reasons:

Sl.No.	Reason	Eligibility	Documents to be validated
1	Working for a Social / Community Cause	All levels	Certificate from the registered NGO / Organization.
2	Higher Education	All levels except trainees	<ul style="list-style-type: none"> Admission letter from the recognized university. A copy of the Fee receipt.

Process

- Associates, who wish to avail Sabbatical, should raise the request at least two (2) months in advance, to their Home Manager.
- Associates should submit relevant proofs to support the reason for availing Sabbatical as mentioned in scope. For instance, if an Associate wants to avail Sabbatical on grounds of Social / Community Cause, they will have to submit a certificate from the NGO they are working with.
- Associates should discuss the request with their home managers and share the following.
 - Start Date: Date from when the Associate wishes to avail this benefit.
 - End Date: Date until when the Associate wishes to avail this benefit.
 - Reason for availing Sabbatical leave: Detailed description of the reason for which the Associate wishes to avail this benefit.
- Home Managers should review the request along with talent partner, business unit stakeholders, onsite project manager, business operations team, as required and take a collective call along with all the stakeholders on approving / denying the request for the Sabbatical.
- Talent partner should get approval from the India Human Resources Head.
- Talent partner must share all approvals with the Human Resources Shared Services (HRSS) team.
- Queries related to Cognizant issued equities will be addressed by the Finance team on a case to-case basis.

Approvals

- Business unit / Strategic business unit / Functional Head (Director & above).
- Chief operating officer / Operation Lead (Director & above).
- Business unit talent partner (Senior Manager & above).
- Head of human resourced- India (Director & above).

Performance Management & Compensation

- **Performance Appraisal:** Associates while availing Sabbatical and / or after coming back from Sabbatical will be eligible for the year-end performance appraisal process provided, they are actively employed for a minimum period of three (3) months continuously in the same performance year as per the appraisal guidelines.
- **Promotion:** Associates while availing Sabbatical will not be considered for promotion. The period of Sabbatical will not be included for calculating the minimum period spent at a particular level (time at level) while being considered for promotion.
- **Compensation Review:** Associates will be given consideration for the compensation review (Merit cycle) during the period of Sabbatical if they meet the qualifying requirements set for that year. However, the revised compensation takes effect only upon their return from Sabbatical. Cognizant reserves the right to define eligibility of an associate in any compensation review process.
- **Performance Bonus:** Associates will not be eligible for performance bonus payout for the period of LOP on Sabbatical. Bonus is paid on a prorated basis for the number of days that the Associate has worked in any financial year subject to satisfactory performance during that period.

Separation

- If an Associate resigns during the period of Sabbatical, they may or may not be asked to serve the notice period.
- The resignation will take effect from the date on which the Associate submits their resignation request in the system and Associate's employment status will stand terminated effective the same date.

Responsibility Matrix

- **Associates**
 - Request for a sabbatical at least two (2) months in advance and discuss with the Home Manager on the start date, end date and reason for availing Sabbatical.
- **Home Manager**
 - Discuss with the concerned stakeholders and seek their approval.
 - Update the Associate on the decision by the stakeholders.

- **Talent Manager**
 - Take the request to the HRSS team along with necessary approvals.
 - Update Associate on the decision by the stakeholders.
- **HRSS Team**
 - Apply for Sabbatical after receiving necessary approvals and issue a sabbatical letter to the Associate.

Exception Management

All exceptions to this policy should be brought to the notice of India HR Benefits team and should be approved by Head of Human Resources – India.

Policy Modifications

Cognizant reserves the right to amend its policies, as necessary. Any changes to the Sabbatical Policy - India will be approved by Head of Human Resources – India. Associates are required to raise [GSD](#) for any queries.

Version history

Revision date	Description of change
MAR-01-2017	Introduction of Sabbatical option for Associates.
JUL-04-2017	Amendment of the scope of the policy.
FEB-17-2022	Standardization of template.
OCT-01-2023	Standardization of template.
FEB-22-2024	Update to Compensation Review

Policy Control Information

Policy Name: Sabbatical Policy – India

Department: Human Resources

Revision Date: FEB-22-2024

Effective Date: MAR-01-2017

Policy Owner: Head of Human Resources - India