



## **SABBATICAL LEAVE POLICY**

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**FNF INDIA PRIVATE LIMITED**

**REGD. OFF.: UNIT-401 & 402, BRIGADE TECH GARDEN, BLOCK B-1, 4TH FLOOR,  
BROOKEFIELD, KUNDALAHALLI, BANGALORE – 560 037**

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Version	Revision	Issue Date	Changes
1	0	01/07/2019	Initial Creation
1	1	11/05/2020	Reviewed and no changes made; author name changed
1	2	12/10/2020	Approver changed, Document type updated to Policy
1	3	08/06/2021	Author name changed, Approver Designation updated
1	4	12/06/2022	Reviewed & no changes done
1	5	12/05/2023	Author name and Approver Designation has been updated
1	6	18/08/2023	Author name & FNFI address has been changed

## I. Name and Purpose:

This policy shall be known as the **Sabbatical leave Policy**.

FNF India Private Limited ("FNFI") understands that an employees need to upgrade themselves constantly for achieving their personal as well as organizational goals. Up gradation can be in terms of upgrading knowledge, attitude & skill sets.

When an employee feels such a need of upgrading their career skill sets; they can put forward the request for Sabbatical leave.

The Sabbatical program is intended to provide an extended unpaid leave from work to pursue a career break which is agreed by FNF India Private Limited ("FNFI"). The specific feature of this program is that the employee will come back to the same job role, by acquiring new skill sets which can be a value add for the organization.

This document lays down the process and the guidelines to be followed HR department, Payroll department, employee's reporting manager and the employee himself/herself when they place a request for a Sabbatical leave.

## II. Scope:

This Policy is applicable to all employees of FNF India Private Limited ("FNFI") who have been part of ADM.

## III. Entitlement and Eligibility:

The Sabbatical leave is an **unpaid leave** from work to pursue a career break which is agreed by the organization.

An employee must complete a minimum of three years tenure with FNF India Private Limited ("FNFI") to be eligible for Sabbatical leave policy. A Sabbatical leave can be requested only if the following conditions are met –

- ✓ The employee must have received **High achiever** rating consecutively for 2years.
- ✓ There shall be no warning letter / PBP / or any other disciplinary actions issued against the employee.
- ✓ Sabbatical leave can be availed for a maximum period of two years depending on the course opted by the employee. Valid documentary evidence needs to be submitted to substantiate the leave request.
- ✓ The employee must pursue a full time course for maximum duration of 2 years during the sabbatical leave period

- ✓ Sabbatical leave is subjected to approval from management.

If the Sabbatical leave is approved, the employee wouldn't be eligible for any statutory benefits from the organization.

#### **IV. Process:**

- Request for Sabbatical leave should be raised in the specified format mentioned below in the appendix at least two months prior the commencement of the leave.
- Employee to refer the process flow chart given below for a concise view of the steps to be followed.
- All the sabbatical leave request should go via the HR Department only.

#### **V. Documents required:**

- a) To apply for Sabbatical Leave :
  - Detailed course curriculum and brochure
  - Duration of the course
  - College/University enrollment card
  - Caution deposit acknowledgement received from the institution
- b) During Sabbatical Leave
  - Examination Admit card
  - Semester score cards
- c) Post Sabbatical leave; at the time of resuming back services:
  - Course completion certificate (Provisional or Original)

#### **VI. Sabbatical leave terms & conditions:**

- While on sabbatical leave, the employee should not engage in any profit/ non-profit employment related activities like part-time jobs / freelancing or any business ventures.
- While on Sabbatical leave, the employee must keep the Business HR informed about semester examinations and submit score cards on a timely manner to the organization.
- Upon return from Sabbatical leave, the employee will need to serve the company for a minimum tenure of 12 months.
- If the employee resigns while he/she is on sabbatical leave, his /her LWD considered would be the last day he/she has served in the organization before going on Sabbatical leave. The employee will also be liable to payback the notice period shortfall amount back to the organization in such a scenario. Failing to do the same might result in non-issuance of relieving documents from the organization.

- If the employee doesn't return back to work post completion of agreed Sabbatical leave period, standard NCNS process will be followed and disciplinary actions will be taken accordingly.


## **VII. Effective Date:**

These guidelines and procedures shall supersede all other earlier guidelines / rules on the subject matter and shall come into force with effect from the date of current version mentioned above.

## **VIII. Interpretation:**

- The interpretation of this Policy rests exclusively with the Company. The decision of the Company shall be final and binding.
- FNF India reserves the right to modify, amend or rescind the whole or part of this Policy at any time it may deem fit without any notice.
- Any matter or exceptions not specifically covered under the above guidelines shall be referred for discussion to the Head-HR of FNF India and the respective Business Head for the necessary advice and approval

## **IX. Appendix**

Description	Object/ Link
Salary leave request Template	 Sabbatical leave request form.docx