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Sabbatical Leave policy

Use this sabbatical leave policy template as a starting point to set up your employment/ company policies.

Policy brief & purpose

A sabbatical leave is a period of extended break that an employee takes from their regular job for personal or professional reasons. This type of leave is separate from vacation, casual and wellness leave and applies only to long-term employees.

Eligibility

This sabbatical leave policy applies to

1. *[full-time/ executive/ all]* employees who have been working for our company for at least *[four consecutive years.]*
2. Employees must show positive performance and no intention of leaving the company.

Duration of sabbatical leave

Our sabbatical leave scheme offers eligible employees up to *[five weeks]* of paid leave plus *[two weeks]* of unpaid leave after their first *[five years]* of working for our company.

Employees will be eligible to take sabbaticals every *[five years]* until they retire.

Working while on sabbatical

Some employees may want to take a sabbatical leave to freelance, do volunteer work or take up another paid job for that period. Our only requirement in these cases is that you do not work or collaborate with a competitor of our company. If you do, you are breaching our non-compete agreement and we may terminate your employment with us.

Impact on benefits

While you are on sabbatical leave, your employment status, contract and benefits such as health insurance, and accident insurance remain intact. We will inform you promptly about any unforeseen or organizational changes (e.g. department restructuring.)

The following benefits will be stopped during your sabbatical leave:

- Incentive or performance bonus payouts
- PF and vesting equity
- Leaves will not be carried forward, hence no leave accrual
- The leave balance will be calculated and reflected on a pro-rata basis which will remain available to use before or after the sabbatical leave

If our company needs to lay off employees while they are on sabbatical (e.g. in case the branch they work in closes), we will follow the legal requirements for notifying employees on sabbatical leave.

You don't have to return your work equipment while you're on sabbatical. You can also use any company perks (e.g. gym membership) as usual.

Procedure

1. Once you become eligible for a sabbatical leave, you can file a request to your manager in the form of an email and keep the HR in the loop [email_ID]. Please do this at least [*two months*] before you plan to take your sabbatical. Ask HR for the request form and instructions.
2. Once your manager approves your request, the sabbatical will start from the date mentioned by the manager.
3. The sabbatical request should have a detailed document of work handover so that work is not hampered in the absence of the employee.
4. Fill the sabbatical leave request form and submit it

Exit during sabbatical leave

If due to any unforeseen circumstances you decide to leave the company while you're still on sabbatical leave, we'll proceed with the exit formalities and mention the sabbatical leave period in the exit formalities.

- Eligibility for annual appraisal hike will be reversed.
- The management will decide if bonus payouts are eligible or not.

- The sabbatical leave time period will not be counted as time served for the notice period. If any notice period exception is there, it will have to be manager approved.

Disclaimer: This sabbatical leave policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor RazorpayX Payroll will assume any legal liability that may arise from the use of this policy.
