Sabbatical Leave Agreement

This agreement is made between the Company and the Employee named below and takes effect on the date of the last signature.

Company

LEGAL NAME

EMAIL

PHONE

ADDRESS

Employee

FULL NAME

EMAIL

PHONE

PAN

ADDRESS

Terms

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

SABBATICAL START

RETURN DATE

PAY

Clauses

- Return. The Employee returns to the same or an equivalent role.
- Benefits. Insurance continues; PF contributions follow pay.
- Outside work. The Employee does not work for a competitor during the sabbatical.
- Notice. If the Employee decides not to return, they give the usual notice before the return date.

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE