

INDIA TRADE PROMOTION ORGANISATION
SABBATICAL LEAVE POLICY

1.0 Objective of the Scheme

- 1.1 To encourage employees to avail leave for personal reasons, self-renewal, and enhancement of expertise/knowledge and with minimal risks, as a tool for manpower rationalization and to achieve cost reduction by the organisation.
- 1.2 To write literature, compose music, art, pursue hobbies/sports and other philanthropic goals, conduct research, or advance studies in India or abroad, go on wellness sojourns, etc.
- 1.3 To provide opportunities to employees to voluntarily seek employment elsewhere in India or abroad or take up self-employment to utilize/enhance their professional and technical expertise.
- 1.4 To join spouse abroad or other place of posting in India
- 1.5 To attend to requirements of ailing family members (covered under the definition of 'Family' under Medical Rules of ITPO).
- 1.6 Any other reasons on merit of the case

2.0 Scope of the Scheme

The Scheme is applicable only to all regular employees of ITPO. Those employees who are already on lien/deputation with other companies are not permitted to avail Sabbatical Scheme. Similarly, this Scheme is not applicable to those employees who are on deemed deputation/deputation with ITPO.

3.0 Eligibility

ITPO employees who have completed five years of service on the date of application and permanent are eligible. For this purpose past service in respect of those employees who have joined ITPO from other CPSEs/Govt. Dept. through proper channel and are working in a regular scale, shall also be counted. The employee should not be under suspension and No Disciplinary proceedings/Vigilance cases should be pending against him/her.

An employee opting for Sabbatical Leave shall apply for leave as per the prescribed format. The request of employee for proceeding on Sabbatical Leave after being recommended by concerned HoD, will be put up to the Competent Authority for approval.

4.0 Scheme

- 4.1 Under this Scheme, an employee can be granted leave of absence for a maximum period of Five years in the entire service period. Not less than 6 months Sabbatical leave at a time will be granted to an employee. Extension of leave beyond five years shall not be granted under any circumstances.
- 4.2 Gap between two Sabbatical Leave spell - There should be a gap of minimum one year between the date of joining post availing the Sabbatical Leave and the next Sabbatical Leave application. The subsequent Sabbatical Leave application given before the completion of a gap period of one year shall be summarily rejected.

5.0 Benefits

- 5.1 The benefits under the Sabbatical Leave shall be subjected to income tax as per Income Tax Act/Rules. The employee on sabbatical leave shall deposit TDS on medical expenditure with ITPO for depositing with Income Tax Department.
- 5.2 During the period of Sabbatical Leave, the employee will not be eligible for Pay & Allowances, Special Incentives, Diwali Gift etc. The employee will not be eligible for any payment to which he would have been eligible, had he not gone on Sabbatical Leave.
- 5.3 During the period of Sabbatical Leave, the employee will be eligible for Medical Facility (IPD and Diagnostics) for self and dependent family members as available to him before proceeding on Sabbatical Leave.
- 5.4 The period of Sabbatical Leave will not be counted for earning of Earned Leave, Half pay Leave, Annual Increment and period required for completion of probation.
- 5.5 The coverage under insurance policies where entire premium is borne by ITPO will continue during the period of Sabbatical leave. The Employer contribution on account of Pension, CPF will not be paid by ITPO during the period of Sabbatical Leave.
- 5.6 The period of absence under Sabbatical shall be reckoned as "service" for the purpose of Gratuity.
- 5.7 The period of sabbatical leave shall not be treated as break in service. The period will not count towards residency/eligibility period for the purpose of time bound promotions accruing during the period as per eligibility but excluding Sabbatical Leave if any, will be given effect after joining only without loss of seniority and without right for claiming any pay anomaly. Seniority as on the last day before parting with the Organisation shall be maintained in the substantive grade only.

No proforma promotion during that period away from the job shall be given. However, the weightage of the service in the substantive grade will be counted for promotion after the joining in the organisation.

6.0 Recall for Duty

An employee on Sabbatical Leave may be recalled to duty by the Competent Authority whenever ITPO deem fit to do so in the interest of the Organisation after a gap of 3 months. The employee will have the option to rejoin duty during the course of his Sabbatical Leave after giving one month's notice but not during the first three months.

In case an employee does not wish to rejoin, he/she may submit his/her Resignation and no notice period will be insisted upon if the employee has been on Sabbatical Leave for a period of at least three months. The terminal benefits will be settled as if the employee resigned/retired from the company on the date of leaving on Sabbatical Leave and the benefits will be payable with effect from actual date of Resignation/Voluntary Retirement."

For example: An employee who proceeds on Sabbatical Leave in April 2020 and opts to permanently part from the organisation in April 2024, will be paid terminal benefits based on the salary drawn in the month of March 2020 payable with effect from the April 2024. The Sabbatical period will be counted for the purpose of Gratuity. The employee will be required to deposit prescribed percentage of employee contribution towards NPS and CPF, further, in an event of non deposition of these contributions the sabbatical period will be treated as "dies non without break in service" for pensionary benefits.

7.0 Competent Authority

The Competent Authority to approve cases of Sabbatical Leave will be as follows:

S.No.	Official	Competent Authority
i.	Non- Executives	Executive Director, ITPO in consultation with concerned General Manager/HoD in units/Sections/Divisions/Regional Offices
ii.	Executives upto E-7 grade	CMD, ITPO
iii.	Executives in E-8 grade	Board of Directors of ITPO

8.0 Settlement of Dues and Pension/CPF Contribution

- 8.1 The employee on Sabbatical leave will be required to contribute to ITPO the prescribed mandatory employee contribution towards NPS (Pension) Account. The employee can deposit the entire amount towards employee contribution for the whole period of Sabbatical Leave to ITPO. ITPO will deposit the amount in monthly installments to his/her NPS account.
- 8.2 The employee shall also deposit mandatory employee contribution towards Contributory Provident Fund (CPF) on monthly basis or for the whole period of Sabbatical Leave to ITPO. ITPO will deposit the amount in monthly installments to his/her CPF account.
- 8.3 In an event of non deposition of prescribed employee contribution towards NPS and CPF, the sabbatical leave period will be treated as "dies non without break in service" for pensionary benefits.
- 8.4 In case an employee takes up employment during sabbatical period in other organizations which provide Medical facility, then, he/she will needs to forgo medical facility (IPD/Diagnostics) of ITPO.
- 8.5 An employee who has availed House Building Advance from ITPO and the same is still outstanding is required to mortgage the house/flat/land through procedure as prescribed in the relevant rules before proceeding on Sabbatical Leave. After proceeding on Sabbatical Leave, it will be the sole responsibility of the employee to ensure timely payment of the monthly installments positively on the first day of every month. If the first day is a closed holiday, it shall be ensured that payment is made on the last day of the previous month. The employee can deposit postdated cheques also for the whole period of Sabbatical Leave.

If an employee has availed Conveyance Advance, Computer Advance or any other Advance, he/she shall repay the entire outstanding amount including interest, before proceeding on Sabbatical. The employee shall also give an undertaking that his/her Gratuity will be released only after repayment/settlement of the entire amount of dues/Advances, including House Building Allowance, along with interest thereof.

- 8.6 Upon taking Sabbatical leave, the employee shall be allowed to retain the Official Accommodation, if allotted to him, for a period of two months on payment of applicable HRA to ITPO. Extension upto six months may be allowed on payment of rent on market rate. No further extension beyond this period may be allowed. The retention of official accommodation is subject to discretion of the Competent Authority and during the period of Sabbatical Leave ITPO will have the right to evict the employee, as per rules of ITPO/Govt. guidelines, after giving due notice to the employee.
9. Under the relevant clauses of Conduct, Discipline and Appeal Rules/Standing Orders/Sanction of the Competent Authority shall be deemed to have been granted to engage directly or indirectly in any lawful trade or business or undertake any other employment. The employee can also take up any overseas assignment. However, the employee cannot take up job in any Government /Public Sector Undertakings/Autonomous Bodies etc. The employee should periodically inform the Organisation about his/her whereabouts/contact address and contact numbers, so that he/she can be contacted, if required.
10. The employees opting for Sabbatical are not allowed to join any ITPO Joint Ventures, Subsidiaries etc. The employee is not allowed to have any business dealing with ITPO and its Joint Ventures, Subsidiaries etc.; individually or as an employee of a firm in any manner during the period he/she is on Sabbatical Leave.
11. Employee who take up employment during Sabbatical Leave, in other organisations in trade promotions, fairs, events and allied services, or in any such organization which has official dealing with ITPO or is a competitor of ITPO, shall seek prior permission from ITPO. This is necessary in view of business ethics as to avoid conflict of business interest. Violation of this condition will attract disciplinary proceedings against the employee.
12. Any employee who has been granted Sabbatical Leave shall not represent ITPO under any context and shall not in any way act or deal in any way or manner prejudicial to the interests of ITPO.
13. The employee shall not take part in elections for holding any public positions viz. Councilor, MLA, MP etc. during the period of Sabbatical Leave even the Organisation where he/she is working permits to do so. In case he/she opts to do so, he/she has to take prior permission of Competent Authority.
14. Those employees who remain absent unauthorizedly without fulfilling the conditions under the Sabbatical Leave policy shall not be considered for taking advantage of the provisions of Sabbatical Leave if they apply later. Their unauthorized absence will be dealt with relevant rules of ITPO/Government of India on the subject.

15. Only those employees who are clear from all disciplinary and vigilance angles shall be granted Sabbatical Leave.
16. If, the employee fails to report for duty within two weeks or fails to resign from the services of ITPO, on the expiry of Sabbatical period, his/her absence shall be treated as unauthorized absence and the same shall be dealt with relevant rules of ITPO/Govt. of India on the subject.
17. For the purpose of calculating the terminal benefits in the event of his/her resignation from the services of ITPO, the Sabbatical period shall not be (Ref. 5.6) considered as break in service and it will be treated as continuous service for the purpose of calculation of Gratuity.
18. On termination/completion of Sabbatical and reverting back to the services of ITPO, pay and allowances of the employee shall be in the same grade/category. After rejoining, the basic pay of the employee shall be fixed at the same basic pay which he/she was drawing prior to his/her proceeding on Sabbatical Leave. The Sabbatical period will not count for annual increments.
19. On rejoining from Sabbatical, the Management reserves the right to post the employee in any Unit/Section/Division/Regional Offices etc. accordingly as per the needs/requirements of ITPO.
20. The employee is liable to be proceeded, in accordance with relevant CDA/Service Regulation Rules, if he/she fails to comply with any of the conditions as stipulated in the Policy.
21. In the event of death of an employee during the period of Sabbatical leave, the same will be considered as death while in service and his terminal benefits will be settled back on the status on the date of proceeding on Sabbatical Leave.
22. The Management reserves its right for accepting/rejecting applications under the Policy, which will be subject to the needs/requirement of ITPO.
23. The CMD, ITPO reserves the right to extend/limit the period of operation of the Policy or to withdraw and re-introduce the Policy, and to modify/alter/amend the Policy in any manner without any notice and without assigning reasons thereof.

Application for availing SABBATICAL LEAVE

(Application must be forwarded through proper channel to the Authority specified in Clause 7 of the Sabbatical Leave Policy)

- 1 Name :
- 2 Designation :
- 3 Employee No. :
- 4 Division/Unit :
- 5 Pay Scale and Basic Pay :
- 6 Date of joining in ITPO :
- 7 Date of holding of present post :
- 8 Date from which applicant is willing to proceed on Sabbatical Leave :
- 9 Period of Sabbatical Leave required :
- 10 Reason/s for availing Sabbatical Leave :

Copy of Latest pay slip enclosed (Y/N)

Date:

(Signature of employee)

Recommendations of the concerned HOD:

Date:

(Signature of HoD)