



# Tenure Milestone & Sabbatical Policy

## Objective

To recognize, express gratitude and celebrate the tenure milestone achieved by an employee alongside their valuable contributions and accomplishments with the organization.

## Eligibility

Full-time employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies completing tenure milestones covered under this policy.

## Entitlements

Description	Terrific Three	Hi-Five	Stellar Seven	Timeless Ten
Tenure Milestone	Completion of 3 years of service	Completion of 5 years of service	Completion of 7 years of service	Completion of 10 years of service
Recognition Gift	Celebratory gift with recognition memento	Celebratory gift with recognition memento and ₹20,000 e-travel voucher	Celebratory gift with recognition memento and ₹40,000 e-travel voucher	Celebratory gift with recognition memento and ₹100,000 e-travel voucher
Tenure Milestone Leave	3 days	5 days	5 days	5 days
Short-term Sabbatical Leave	4 to 8 weeks (unpaid)	4 to 12 weeks (unpaid)	4 to 16 weeks (unpaid)	4 weeks paid (or) 3 to 6 months unpaid
Long-term Sabbatical Leave	Up to 12 months leave to pursue entrepreneurial venture or professional education from a recognized university once during tenure at Swiggy			
Enhanced leave encashment limit	31 days	34 days	40`days	50 days

### Note:

- For the purpose of this policy, Employee Tenure is based on the date of joining Swiggy group company, including those who joined through acquisition.
- Leaves covered under the policy can be applied via Darwin basis eligibility.
- Unutilized leaves will expire and will not be carried forward or clubbed with successive tenure leaves.
- Leaves are subject to necessary approval by Line Manager based on business needs and priorities.
- Paid leaves covered under the policy cannot be encashed
- Leaves under this policy cannot be applied during the notice period.
- Leaves under this policy cannot be clubbed with ongoing long leaves. eg. Parental Leave or long Sick leave



## Recognition Gift

- Upon tenure milestone achievement, as an appreciation to employee dedication and as a token of our gratitude, employees will receive a recognition memento and an e-Gift Voucher (as applicable), which they can use to celebrate with their loved ones.
- Employee can redeem the e-Gift voucher from the vendor portal, and we will provide details on the redemption process and the vendor portal via email, along with the e-Gift voucher.

## Tenure Milestone Leave

- Employees are eligible for tenure milestone leave as defined in the Entitlement Section of this policy.
- This leave is intended for employees to rejuvenate and spend time with their loved ones.
- The leaves can be taken at any point of time during the tenure of the employee and are to be availed in one go as continuous leaves.



## Short-term Sabbatical Leave

- Employees are eligible for sabbatical leave as defined in the Entitlement Section of this policy.
- Short term sabbatical leaves are meant for rejuvenation and can be taken by tenured employees who wish to take extended time off to pursue hobbies, go on dream vacations, relax and write a novel, or engage in other leisure activities.

- Sabbatical leaves need to be taken as one continuous block period. Authorised short-term sabbatical leave will be considered for tenure continuity.
- Sabbatical leaves can be clubbed with Earned / Annual Leaves that are available at the time of taking Sabbatical leave.
- To ensure proper planning of work allocation and continuity, employees should request approval for sabbatical leave at least 60 days in advance from their line manager while also informing the respective HRBP.
- In the event of business exigencies or extreme circumstances, management reserves the right to cancel approved sabbatical leave.
- Employees must abide by the terms and conditions outlined in their appointment letter during their sabbatical leave.
- The number of sabbatical leaves taken and the criticality of the employee's role will be taken into consideration while deciding duration of sabbatical leave and decision to back-fill the role during the sabbatical period.
- To ensure a smooth return to work, managers, employees, and HRBP should plan and discuss re-entry and role allocation during the last 4 weeks of the sabbatical leave.
- Employee may be placed in the same role or a different role at the same grade, depending on business requirements and vacancy availability.
- Annex-1 provides details on how Performance Rating, Promotion, Increment, Variable Pay, ESOP Vesting and Insurance Benefit will be treated during Sabbatical Leave.



## Long-term Sabbatical Leave

- Employees who have completed a minimum of 3 years of service are eligible to take up to 12 months of sabbatical leave to pursue entrepreneurial ventures or higher education from a recognized university.
- To request this leave, employees must submit a company business plan or entity incorporation certificate (for entrepreneurial ventures) or admission letter (for higher education). The Legal team will validate these documents before approving sabbatical leave for employee.

- For Entrepreneurial venture-linked Sabbatical leave, the request will be evaluated by a panel with representatives from the Business team, Legal team & HR Team members. Post validation of the request, basis the stage of the venture, employee will be guided to submit relevant documents to approve the leave.
- Subject to the leave request validation by the panel, this leave needs to be approved by the line manager, respective VP, CXO & Head of HR.
- This sabbatical can be taken by the employee only once during their tenure with the Company .
- On returning from the Sabbatical leave, the organization will assess the skills fitment of the employee & based on the roles available & can be placed at the same grade level or a different grade.
- Employee will have to submit Company Assets during Entrepreneurial/ Higher Education Sabbatical Leave
- Please refer to Annex-1 for treatment of Performance Rating, Promotion, Increment, Variable Pay, Insurance & ESOP Vesting

### When can employee not apply for Sabbatical Leave:

- Employee's latest performance rating is below ME (Meet Expectation) or presently in PIP (Performance improvement Plan)
- If an employee has an ongoing disciplinary action enquiry.
- When an employee has availed sabbatical leave within the last 12 months.

## Enhancement in the overall leave encashment limit

- Employees who have completed tenure milestones are eligible for additional leave encashment beyond the regular limit of 30 days, provided they have a balance of earned/annual leaves available.
- The details of entitlement can be found in the Entitlement section of this policy.
- Tenured employees are also offered Leave Encashment Protection in the event of separation, i.e. in case of mutually agreed exit date, leaves will not be offset against notice period shortfall. For more information, please refer to the Separation Policy.



## Annex 1 -

### Employment parameters while on Sabbatical Leave (Short-term & Long-term)

Tenure Consideration	<ul style="list-style-type: none"><li>Any approved leave under this policy including short-term sabbatical leave (up to 6 months) will be counted towards employee tenure.</li></ul>
Performance Rating	<ul style="list-style-type: none"><li>Employees on sabbatical leave will not receive a performance rating for the duration of their absence. Instead, performance ratings will be based solely on the number of days the employee worked during the performance cycle.</li></ul>
Promotion	<ul style="list-style-type: none"><li>Time spent on sabbatical leave will not be considered towards an employee's eligibility for promotion.</li></ul>
Increments & Variable Pay	<ul style="list-style-type: none"><li>If the employee is awarded rating for the assessment period, the increment and variable pay-out will be awarded as per performance cycle timelines.</li><li>However, in case an employee is on Entrepreneurial / Higher Education Sabbatical Leave during the annual appraisal cycle period, he/ she will not be considered for the annual increment or variable pay-out.</li></ul>
ESOPs	<ul style="list-style-type: none"><li>Existing ESOPs vesting will continue as is during sabbatical leave.</li><li>However, in case an employee is on Entrepreneurial / Higher Education Sabbatical Leave and does not join back the organisation or resigns within one year of joining back the organisation, the ESOPs vested during the sabbatical period will be cancelled.</li><li>In case the organization does not find a suitable role for an employee on returning back from the long term Sabbatical, in such case the 25% of the vested ESOPs over the last one year will be granted and the remaining will be lapsed and exit formalities will be as per clauses of appointment letter.</li></ul>
Insurance Cover	<ul style="list-style-type: none"><li>Company will continue to provide medical insurance, Term life insurance, and personal accident insurance coverage for employees during the sabbatical, provided the individual is residing in India during the sabbatical.</li></ul>

## Annex 2 - Employee Declaration for Sabbatical Leave

### Employee Declaration – Sabbatical Leave

I [Insert Name], aged [●] and having my permanent residence at [●] hereby declare and represent as follows:

I am currently employed as [Insert Designation] with <<insert relevant company name Bundl, Scootsy, Supr, Dineout as applicable>> Private Limited (“Swiggy”) and am planning to avail the entrepreneurial / higher education sabbatical leave (“Sabbatical Leave”) for [insert duration in months], between <<insert date> to <insert date> as per the applicable policies of Swiggy.

1. For the purpose of availing Sabbatical Leave, I covenant and agree to the following:
  - a. I shall not engage in, directly or indirectly, and whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise, any business which competes with the whole or any part of any business being carried on or proposed to be carried on by Swiggy;
  - b. I shall not engage as a full-time employee or consultant of any organisation other than Swiggy during my Sabbatical Leave. I agree and acknowledge that I shall use my Sabbatical Leave only for the purpose mentioned in this letter and any deviation therefrom shall render my Sabbatical Leave liable to recension by Swiggy;
  - c. I hereby acknowledge that the ability of Swiggy to conduct and operate its business depends upon its ability to attract and retain skilled people, customers, suppliers and that Swiggy has and will continue to invest substantial resources in training such people.
  - d. I hereby agree that the I shall not during the period of Sabbatical Leave:
    - i. directly or indirectly, partner with or enter into any activity or hire or attempt to hire for any purpose whatsoever (whether as an employee, consultant, advisor, independent contractor, partner or otherwise) any employee of Swiggy or any person who was an employee of Swiggy at any time during the Sabbatical Leave, and shall use best efforts to prevent any of my related entities or persons from taking any such action;
    - ii. disclose to any third party the names, backgrounds or qualifications of any employees of Swiggy or otherwise identify them as potential candidates for employment;
    - iii. personally or through any other person, approach, recruit or otherwise solicit employees of Swiggy to work for any other employer; or
    - iv. persuade any person which is a client/customer of Swiggy, to cease doing business or to reduce the amount of business which any such person has customarily done or might propose doing with Swiggy.
  - e. I hereby acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of Swiggy

- f. I will not be eligible to receive annual increments and variable pay outs for the annual appraisal cycles during the Sabbatical Leave.
- h. On returning from the Sabbatical Leave, based on the skill fit and roles available in the organization, I can be placed at the same grade level or different grade level. However, I understand that there is no guarantee as to my role with Swiggy post expiry of Sabbatical Leave.
- i. In the event I do not join back the organisation after the Sabbatical Leave or I resign from the organisation within 1 year of joining, I will be required to surrender the ESOPs which will get vested in me during the Sabbatical Leave. However, in the event I do not join back with Swiggy in an event where Swiggy fails to find a suitable role for me after returning from the Sabbatical Leave, I will be entitled to retain only 25 % of the ESOPs vested in me during Sabbatical Leave and I will be required to surrender the remaining ESOPs. <<modify or delete depending upon ESOP applicability>>

2. I have read and understood the Swiggy tenure policy and the content of the same will be applicable to me in addition to this declaration.

(Name)

(Designation)

(Employee ID)

Date: [●]