STUDY LEAVE WITH BOND PERIOD POLICY

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STUDY LEAVE WITH BOND PERIOD POLICY

1. **Objective**

To encourage employees to enhance their skills and qualifications through higher education or professional training, while ensuring the organization's return on investment through a mandatory service period (bond) post-study leave.

2. **Eligibility**

- ✓ Employee must have completed a minimum of 2 years of continuous service.
- ✓ The proposed course must be directly relevant to the employee's current or future role.
- ✓ Course duration must be at least 3 months and not exceed 2 years

3. **Leave Entitlement**

- ✓ Study leave can be granted for a maximum of two years with or without pay, at the discretion of management.
- ✓ The leave period will be counted as **service tenure**, but **salary and benefits** may vary depending on the type of leave granted (paid).
- ✓ The employee must return to duty immediately after completion of the course.

4. **Bond Period Requirement**

Employees availing study leave must agree to serve the organization for a minimum period of Three years after returning from study leave.

5. **Breach of Bond**

- ✓ If the employee fails to return after study leave, they will be liable to repay:
  - The full cost of the study leaves (salary, stipends, etc.)
  - A pro-rated compensation for the unserved bond period, as defined in the bond agreement.
- ✓ Recovery will be made as per legal and organizational procedures.

6. **Application and Approval Process**

- ✓ Employees must apply in writing at least 30 days before the intended leave start date.
- ✓ Applications must include:
  - ➢ Admission offer letter
  - ➢ Course details and relevance
  - ➢ Proposed leave duration
- ✓ Final approval lies with [Department Head/HR/Management Committee].

7. **Other Conditions**

- Only one study leave with bond may be granted during the entire tenure of service, unless otherwise approved.
- Any extension of leave must be justified and approved in writing.
- Failure to pass or complete the course may result in revocation of benefits or re-evaluation of the bond.

SIGNED BY ITEC LTD

Name: TWAGIRAMUNGU Serge

Title: Managing Director

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