

# HUMB Global Healthtech India Pvt.Ltd

## Leave Policy – 2026

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### 1. Purpose

The purpose of this Leave Policy is to define leave entitlements, procedures, and guidelines applicable to all employees of HUMB Global Healthtech India Pvt.Ltd.

The Company recognizes the importance of work-life balance and provides leave benefits to support employees in managing personal, health, and emergency needs while ensuring continuity of business operations.

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### 2. Applicability

This policy applies to all full-time employees of the Company unless otherwise specified in the employment contract.

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### 3. Leave Year

The leave year shall be from **1st January 2026 to 31st December 2026**.

Leave entitlements shall be calculated on a **pro-rata basis** from the employee's date of joining.

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## 4. Categories of Leave

### A. Casual Leave (CL)

- Employees are entitled to **8 days of Casual Leave per calendar year**.
- Casual Leave may be availed for personal matters, short-duration requirements, or unforeseen circumstances.
- A maximum of **2 consecutive working days** of Casual Leave may be taken at a time, subject to approval.
- Casual Leave cannot be carried forward to the next year.
- Casual Leave is not encashable.
- Two half-days shall be treated as one full day of leave.
- In case of an emergency, employees should communicate properly.
- An employee can take up to two casual leaves per quarter.

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## B. Sick Leave (SL)

- Employees are entitled to **10 days of Sick Leave per calendar year**.
  - Sick Leave may be used in case of illness, injury, medical treatment, or hospitalization.
  - A medical certificate mandatory for Sick Leave exceeding **2 consecutive working days**.
  - Sick Leave cannot be carried forward.
  - Sick Leave is not encashable.
  - In case of sudden illness, employees must inform their Reporting Manager and HR within the first two working hours of the day.
  - An employee can take up to 2.5 days of sick leave per quarter.
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## C. Leave Without Pay (LWP)

If an employee exhausts all eligible leave and requires additional time off:

- Such leave shall be treated as Leave Without Pay (LWP).
  - Salary deductions will be made on a pro-rata basis for LWP days.
  - Prior approval is mandatory except in emergency situations.
  - Employees can take up to 4 days of leave per quarter with the approval of the manager or HR. This leave will be considered as Leave Without Pay (LWP).
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## 5. Public Holidays – 2026

Employees shall be entitled to declared public and festival holidays as per the Company holiday calendar circulated at the beginning of the year.

Mandatory national holidays include:

Date	Day	Holiday Names
1-Jan-2026	Thursday	New Year
26-Jan-2026	Monday	Republic Day
3-March-2026	Tuesday	Holi
19-March-2026	Thursday	Gudi Padwa
1-May-2026	Friday	Maharashtradin
14-Sep-2026	Monday	Ganesh Chaturthi

25-Sep-2026	Friday	Anant Chaturdashi
2-Oct-2026	Friday	Mahatma Gandhi Jayanti
20-Oct-2026	Tuesday	Vijayadasami
9-Nov-2026	Monday	Padwa
11-Nov-2026	Wednesday	Bhai Dhuj
25-Dec-2026	Friday	Christmas

will be specified in the official holiday list shared by HR.

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## 6. Probation Period Guidelines

- Leave entitlement during probation shall accrue on a pro-rata basis.
  - Casual Leave during probation is subject to management approval.
  - Sick Leave may be availed during probation with proper intimation and approval.
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## 7. General Leave Guidelines

### 1. Planned Leave:

- Leave for **1–2 working days** must be applied at least **7 working days in advance**.
- Leave for **more than 2 consecutive working days** must be applied at least **15 days in advance**.

### 2. Emergency Leave:

In case of unforeseen circumstances, employees must inform their Reporting Manager and HR at the earliest possible time.

### 3. Approval Requirement:

All leave requests are subject to approval by the Reporting Manager and HR based on business requirements and impact on work.

### 4. Leave Accrual:

Casual Leave (CL) and Sick Leave (SL) shall accrue on a **monthly basis**, calculated proportionately over the calendar year from the employee's date of joining. Leave may be availed only after it has accrued.

### 5. Clubbing of Leave:

Clubbing of Casual Leave (CL) and Sick Leave (SL) is not permitted.

**6. Unplanned Absences:**

Repeated unplanned absences may be reviewed and addressed as per Company disciplinary procedures.

**7. Unauthorized Absence:**

Unreported absence exceeding **3 consecutive working days** may result in disciplinary action after due notice and review.

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## 8. Weekend & Sandwich Leave Policy

The Company follows a standard workweek of Monday to Friday. Saturday and Sunday are weekly offs.

### Sandwich Policy – Leave Guidelines

The Sandwich Policy **will not apply** to *planned and pre-approved leaves*.

However, the Sandwich Policy **will apply** in the case of:

- Unplanned leaves.
- Unplanned Extension of leaves (If an employee takes leave on Friday and did not plan to take leave on Monday, but on Friday or during the weekend the employee applies for leave on Monday.)
- Leave taken without prior approval.

Under the Sandwich Policy, if an employee takes leave on both working days immediately before and after a weekend or holiday, the intervening weekend/holiday will be counted as leave and deducted from the employee's leave balance.

<b>Friday</b>	<b>Leave</b>
<b>Saturday</b>	<b>Weekend</b>
<b>Sunday</b>	<b>Weekend</b>
<b>Monday</b>	<b>Leave</b>

### Total Leave Deducted: 4 Days

This rule applies to all types of leave, including:

- Casual Leave (CL)
  - Sick Leave (SL)
  - Leave Without Pay (LWP)
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## **9. Compensatory Off (Comp-Off)**

- Employees required to work on an officially declared holiday due to business requirements may be granted Comp-Off.
  - Comp-Off must be approved in advance by management.
  - Comp-Off is not encashable.
  - Employees mutually agreed to work on the declared holiday will be granted a compensatory off and benefits as per company policy.
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## **11. Policy Review & Amendments**

The Company reserves the right to review, modify, or amend this policy in accordance with business requirements. Any updates or changes will be formally communicated to employees.

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## **Effective Date**

This policy is effective from **1 January 2026**.