

Globomantics Vacation and Time Off Policy

Effective Date: January 1, 2025

This policy outlines the vacation, leave of absence, and other time off benefits available to Globomantics employees. Our goal is to support work-life balance, health, and personal needs while maintaining business continuity and fairness across teams.

1. Vacation Overview and Accrual

All full-time Globomantics employees accrue paid vacation based on their length of service and job level. Vacation time provides opportunities for rest, recreation, and personal time away from work. Accruals are credited each pay period and appear on the employee's pay statement.

Vacation Accrual Rates:

- 0–2 years of service: 10 days per year (3.08 hours per pay period)
- 3–5 years of service: 15 days per year (4.62 hours per pay period)
- 6–10 years of service: 20 days per year (6.15 hours per pay period)
- 10+ years of service: 25 days per year (7.69 hours per pay period)

Employees may carry over up to 40 hours of unused vacation into the next calendar year. Vacation must be scheduled in advance with manager approval to ensure adequate staffing coverage.

2. Holidays and Floating Days

Globomantics US employees observe 11 paid company holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Globomantics India employees observe 9 paid company holidays each year:

- Republic Day
- Holi
- Good Friday
- Independence Day
- Raksha Bandhan
- Gandhi Jayanti
- Dussehra
- Diwali
- Christmas Day

Globomantics India employees also receive one additional local festival holiday depending on region (such as Onam, Pongal, or Eid).

All employees also receive two floating holidays annually to use at their discretion for cultural, personal, or religious observances. Floating holidays must be used within the same calendar year and cannot be carried over.

3. Personal Leave of Absence (LOA)

Employees may request an unpaid personal leave of absence (LOA) for up to 30 calendar days for personal matters that cannot be scheduled outside work hours. Requests should be made at least 30 days in advance whenever possible. Approval is at management's discretion and depends on business needs.

During a personal LOA, benefits may continue at the employee's expense. Failure to return from leave within the approved timeframe may be treated as a voluntary resignation.

4. Medical Leave of Absence (MLOA) and FMLA

Employees who are unable to work due to a serious health condition, injury, or medical procedure may be eligible for a Medical Leave of Absence (MLOA). Globomantics complies with the Family and Medical Leave Act (FMLA), which provides eligible employees with up to 12 weeks of job-protected leave per 12-month period.

FMLA Eligibility:

- Must have completed 12 months of employment with Globomantics.
- Must have worked at least 1,250 hours during the previous 12 months.
- Must work at a location where Globomantics employs 50 or more employees within 75 miles.

Eligible reasons include the birth or adoption of a child, employee's serious health condition, care for an immediate family member, or qualifying exigencies related to military service.

While on MLOA or FMLA, employees may use accrued vacation or sick leave before transitioning to unpaid status. Benefits continue under the same terms as active employment, provided the employee continues to pay their portion of premiums.

5. Sabbaticals

Globomantics recognizes the value of extended rest and renewal for long-tenured employees. Employees with 7 or more years of continuous service may apply for a sabbatical leave of up to 8 weeks. Sabbaticals may be taken once every 7 years and are partially paid at 50% of base salary. Employees are expected to return to their position or a comparable role following their sabbatical.

6. Other Absence Types

In addition to vacation and leaves of absence, Globomantics provides other types of time off for specific purposes:

- 1 **Bereavement Leave** – Up to 5 paid days for the death of an immediate family member.
- 2 **Jury Duty** – Paid time off for required jury service; proof of summons required.
- 3 **Voting Leave** – Up to 2 paid hours to vote in local, state, or federal elections.
- 4 **Military Leave** – Job-protected leave in accordance with USERRA for eligible service members.
- 5 **Parental Leave** – Up to 6 weeks of paid leave following the birth, adoption, or foster placement of a child.

7. Administration and Contacts

For questions regarding vacation accruals, leave eligibility, or policy interpretation, contact the Globomantics Human Resources Department at hr@globomantics.com or 1-800-555-0199. Requests for medical, personal, or sabbatical leave should be submitted via the HRM system's Leave of Absence portal.

Globomantics reserves the right to modify or terminate this policy at any time in accordance with applicable law.