

الشركة السعودية للاستثمارية لإعادة التدوير

Saudi Investment Recycling Company

سياسات عمليات الموارد البشرية

Leave Management Policies

Date (13. April 2023)

Leave Management

1. Responsibilities for applying or approving leave

1. The leave policies have as its aim to define for all possible situations where an employee can be absent from work with permission or a valid Justification.
2. Being absent from work without approved leave or a valid justification will result in a breach of the employee contract and can lead to disciplinary action.
3. Following the leave process IS the responsibility of the employee as well as the employees' supervisor.
4. An employee's supervisor may not grant an employee leave without an approved leave form which has been submitted to HR for processing and updating of the leave records.
5. An employee and his supervisor need to consider the allocated delegations of the employee during the leave application process. The emphasis should be to ensure effective business continuity and compliance with the delegations and other requirements.
6. The employee may nominate another person to stand in for him/her for the day-to-day responsibilities and delegations and assume those responsibilities. Delegations of a strategic nature may not be transferred this way. This delegation should be transferred through an official process in consultation with GRC.
7. In cases where an employee will be absent for long periods all delegations should be formally transferred to another person. As a guide a long period refers to a period longer than the annual leave allocation or where the length of absence will impact negatively on key decisions that needs to be taken.

2. Annual Leave

1. SIRC employees are entitled to 22 working days annual leave for every financial year, and 25 working days for Director's and above, in addition, the leave balances are Increased with an additional 5 days a year after the completion of 5 years of service the table below reflects the annual leave entitlements.

Grade	Leave Days (Working days)	
	Standard Entitlement	Entitlement after 5 years
56-62	25	30
55 and below	22	27

2. The employment start date shall be the basis of calculating annual leave accruals.
3. Employees are eligible to apply for annual leave post completing the probation period. This is subject to the approval of the relevant Department Manager and Head of Human Resources.
4. Department Managers shall plan the annual leaves Of their employees at the start of the fiscal year in a manner that ensures business continuity.
5. Employees are eligible to divide their annual leave days during the year and it is the Direct Manager's responsibility to make the necessary planning to avoid business interruption due to employee leaves.
6. All are required and encouraged to utilize their annual leave before end of every year.
7. In order to promote a healthy work environment and to strengthen SIRC's governance and risk management employees are to take a continuous period of 10 days annual leave during each year, if this is not possible due to business reasons the employee's direct manager should provide an explanation to the HR department. to transfer a maximum of 10 days unutilized leave into the following year.
8. In the event that It IS not possible to take leave due to business reasons the maximum allowable accumulation of leave will be the equivalent of one year's annual leave balance. The accumulation of this leave is subject

to the recommendation of the relevant Department Director and approval of the Head of Human Resources.

9. The company's management shall determine the dates of leave in accordance with the requirements of the work or grant It alternately to secure the workflow provided that the worker is notified of the deadline for his/her leave with a sufficient time of not less than (30) days.
10. SIRC shall not terminate the services of its employees while they are on annual leave. Likewise, employees may not submit their resignation during their annual leave.
11. Employees shall not undertake work with another entity during their annual leave.
12. Public holidays during Annual leave:
 - Official holidays will not be considered as part of the regular annual
13. Sickness during Annual leave:
 - In case of sickness during annual leave. the employee must provide a formal medical report from a certified institution within the first 7 days of their return. Failing to do so will lead to considering the absence period as part of annual leave or unpaid leave if the employee does not have sufficient accrued annual leave days.
 - If the sick leave occurred during the annual leave, then the period of the sick leave shall be deducted from the annual leave. However, if weekends fall during the period of sick leave, then the employee shall not be eligible to claim the weekend days as Sick leave.
14. Early Return from Annual Leave:
 - Where an employee returns from his annual leave before schedule then the remaining days will be added to the leave balance provided there is a prior approval Of the Department Manager.
15. Late Return from Annual Leave:
 - Where an employee returns to work late after the completion of the annual leave for reasons outside the employee's control then the employee shall notify his direct manager and indicate the reasons for the delay.
 - Late return from the annual leave requires a prior approval from the employee's direct manager, and the additional leave days taken shall

be communicated by the employee's Direct Manager with the HR Operations to be deducted from the employee's leave balance.

- Where the employee fails to report to work after the completion of the annual leave, then the employee may be subject to disciplinary actions as per the of the Sanctions Regulation adopted.

16. Recall during Annual Leave:

- Although it is against SIRC's policy to request an employee to return from his approved leave days. certain urgent cases might require the recall of an employee during his annual leave and such cases must be approved by the concerned Director/ Chief Officer.
- Employees recalled during their annual leave are eligible to claim all expenses incurred such as travel or other expenses that are due to this recall.

3. Sick Leave

1. An employee may be granted a sick leave subject to the submittal of a medical report and in accordance with the Council of Health Insurance regulations.
2. The leave entitlement for sick leave IS calculated on a sick leave year. The sick leave year starts on the day when the first sick leave has been taken.
3. An employee may be granted sick leave in accordance With Ministry of Labor's regulations as follows:
 - (30) calendar days with full pay per year.
 - The following (60) calendar days with three quarters of the pay per year.
 - The following (30) calendar days without pay per year.
4. If the employee exceeds the 120 calendar days provided by the Labor Law, SIRC may approve granting the employee unpaid leave for a specified period.
5. The table below summarizes the sick leave arrangements

Sick days	Entitlement
0 to 30	Full pay
31 to 90	Three Quarter Pay
91 to 120	Unpaid
+120	Unpaid by arrangement with SIRC

6. The sick leave is granted when the employee submits an approved medical report from a hospital or a private clinic recognized and approved by SIRO's medical insurance provider or through a government hospital, If the medical report is issued through a medical entity in another country, the validity of this report remains valid for the company.
7. If the employee fails to submit the required medical report to justify his absence it considered an absence without excuse that requires punishment However, the company may deduct the period of absence from his annual leave balance or it will be counted as an unpaid leave if the employee does not have sufficient annual leave days.
8. SIRC has the right to validate and confirm the Sick leave authenticity.
9. If the employee submits a forged medical report, SIRC may take legal actions against the employee in accordance with the Saudi Labor Law.
10. If the employee suffers from a medical condition during the probation period, then SIRC may ask the employee to undergo a medical check-up. The HR Operations must confirm that the health condition of the employee will allow him to perform the duties of his job upon recovery.
11. If a medical condition continues for more than one hundred twenty (120) days, based on Saudi Labor Law the HR Operations may refer the employee to an approved medical entity to examine the employee's condition and evaluate the employee's medical fitness to perform his job duties.
12. Visits to hospitals and medical departments for the treatment of chronic diseases that require treatment sessions, such as dialysis and cancer treatment are considered as sick leaves: and employees are required to submit proof of such treatment.
13. If an employee requests to cancel his sick leave and resume work, then he shall submit a written letter issued by a medical entity and accepted by SIRC indicating the recovery and the ability to resume work.
14. Sick leave days are not cumulative, and employees may not carry over unused sick leave days to the next year.
15. The sick leave period is considered as part of the employee's service and shall be taken into account when calculating his end of service entitlements.

4. Medical Companion Leave

1. An employee may be eligible to a (10) days paid leave for each financial year to be used for the medical companion of the employee (Parents, Spouse and Children).
2. The employee must submit supporting documents as proof for the requiring of the companions.

5. Hajj Leave

1. All Muslim employees who worked for SIRC for at least two (2) years are eligible to a fully paid leave for 10 calendar days starting two days before the first day Of Eid Al Adha. This leave entitlement is granted only once during the employee's service at SIRC ensuring that no interference with business requirement occurs.
2. Employees must submit an approved Pilgrimage Permit to the HR Operations in support of their application for the Pilgrimage Leave.
3. SIRC at Its discretion shall determine the number of employees who are granted such leave in every year according to the business requirements. Priority shall be given to employees who have attained the longest period of continuous service.
4. The HR Operations may require the employee to submit a proof of actual performance Of Pilgrimage during the Pilgrimage Leave period.

6. Marriage Leave

1. Employees are eligible to a fully paid marriage leave for five (5) consecutive days.
2. SIRC reserves the right to request the submittal of official documentation such as marriage certificate.
3. Employees must submit their marriage leave request prior to marriage.

7. Maternity Leave

1. Female employees are eligible to a fully paid maternity leave for ten (10) weeks. Maternity leave may start up to four (4) weeks prior to the

expected delivery day and SIRC is not allowed to request the employee to work during the six (6) weeks after delivery. Additionally, employees on maternity leave are eligible to a one-month leave with full pay after the lapse of the maternity leave in case of having a sick child or with or a child With special needs and his condition requires a continuous escort and may extend this leave for another month without pay.

2. Employees may combine their maternity leave with the annual leave if the employee is still eligible for the annual leave for that year.
3. If the medical condition of the female employee prevents her from resuming her work after the end of her maternity leave, then the employee is entitled to an unpaid leave that must not exceed hundred (100) days whether the unpaid leave days were taken in a consecutive or intermittent basis, and the employee shall provide approved medical reports to support her leave entitlement.
4. The employee shall submit a prior notice to her direct manager upon confirmation of the pregnancy and no later than three (3) months prior to the expected delivery date.
5. Upon return from maternity leave. the employee may benefit of daily nursing breaks in addition to SIRC's normal breaks for up to one hour daily to nurse her newborn, for a period up to 24 months from the delivery date. These breaks shall be considered as actual working hours and will not result in any deductions from the employee's monthly salary.
6. SIRC shall cover pregnancy and delivery expenses to female employees in accordance with the applicable medical insurance policies.

8. Paternity Leave

1. An employee may be eligible to three (3) days paid leave within two weeks from having a new-born child
2. The employee may not postpone the paternity leave, and such leave must be taken upon childbirth.

9. Compassionate Leave

1. In the event of the death of an employee's Immediate family member, which is defined as his/her father, mother, brother, sister, grandfather, grandmother. Wife. husband. children and grandchildren, the employee Will be entitled to a paid leave of five (5) workdays.
2. Muslim female employees are eligible to a leave for four months and ten days to perform "Eddah" in the event of the death of their husbands. Non-

Muslim female employees are eligible to a fully paid leave for fifteen days in the event of the death of their husbands.

3. An employee may not carry over these leaves to the following years.
4. SIRC reserves the right to require the submittal of documentation for such cases.
5. Compassionate leaves are not compensated if they occur during the annual leave.

10. Unpaid Leave

1. In case of the full consumption of the annual leave entitlements of the next contractual year, the employee may be granted unpaid leave subject to the following approvals:

Number of Days	Approval
14 days or below	HR Director
15 to 90 Days	EVP of HR & SS
91 to 365 Days	CEO

11. Examination Leave

1. Employees who are enrolled in schools, educational institutions and universities are eligible to a full paid examination leave depending on the actual number of examination days.
2. An employee shall submit an application for the examination leave with the exam's schedules at least fifteen (15) days prior to the examination date,
3. The employee shall submit the examination leave for only the actual examination days.
4. The following requirements must be met for the employee to be eligible to this type of leave:
 - To obtain an approval from the concerned Director to enroll in an academic program.
 - The requested examination leave should not be for a repeated year or subject.

5. In case the examination was for a repeated year or subject or if the employee was not granted a prior approval for the academic program; then the employee will be either granted unpaid leave days or the examination days Will be deducted from his annual leave balance as per the HR Manager's approval.
6. For an employee to be eligible for this leave, the employee shall submit the following documents:
 - The registration notice issued by the educational authority to prove the employee's enrolment and to indicate the examinations schedule.
 - Proof of attendance of all examinations.
7. In case of employees enrolling in Professional Certification. SIRC may give the exam days as paid leave.

12. Unpaid Exceptional Leave (Sabbatical Leave)

1. SIRC may grant Its employees with an unpaid exceptional leave for their study period while pursuing their academic qualifications, and such leave shall be approved by the CEO.
2. The reasons for requesting the unpaid exceptional leave shall be considered and SIRC shall have the right to accept or reject the application according to what it deems necessary. for example, an employee who got a scholarship from the government to complete education that belongs or has future an advantage for SIRC and along to his actual Job can be approved.
3. In order to be eligible to the unpaid exceptional leave, the employee had to serve SIRC for at least 3 years.
4. The employee must obtain the approval of the education entity and be in a field that serves SIRC
5. The maximum allowable period for unpaid exceptional leave is a non-extendable three (3) years.
6. The period of unpaid exceptional leave shall be deducted from the employee's service in SIRC the employee shall not be entitled to any annual leaves during the period of leave. and the employee has to benefit from his current annual leave balance prior to benefiting from the unpaid exceptional leave.

7. The employee shall not be entitled for promotion if the period of unpaid exceptional leave exceeds six (6) months.
8. The employee must submit a formally written letter stating that he Will return to work as soon as the exceptional leave days ends, and to acknowledge that he may be subject to disciplinary measures and regulations if he fails to return to work and which may include the termination of service In accordance with Article NO. 80 Of the Saudi Labor Law if the absence period exceeded 15 consecutive days.
9. The employee must provide SIRC with a reachable address including a mobile telephone number and an email address through which SIRC may formally contact the employee during the term of his exceptional leave.
10. The employee may not suspend his unpaid exceptional leave and return to work without coordinating with the HR Operations.
11. If the employee submits his resignation during the period of unpaid exceptional leave, SIRC IS entitled to claim all the social Insurance contributions recorded for him for the period of leave In addition to the percentage borne by SIRC in full.
12. The employee must provide his written consent to work for SIRC after the end of his unpaid exceptional leave for a period not less than the duration of his unpaid exceptional leave.

13. Return from Leave

1. Employees must confirm the day of return from any type of leaves that were previously approved. The Direct Manager is responsible to confirm and approve the return date recorded on the system-
2. Employees must immediately notify their Direct Manager if there IS a need to extend a leave so that the Direct Manager takes the necessary measures to avert any disruptions at work that may arise from the delayed return.
3. If the number of leave days exceeds those recorded. then the HR Manager shall take the necessary actions against the employee in coordination with the Concerned Manager.