Leaves Policy

This document outlines all the leave types available to the team at Prezlab, encompassing those mandated by labour law as well as additional leaves provided by the company. It also covers public holidays, carry-over policies, and the application process for requesting leave. This applies to full-time, part-time and service agreements across the branches in Jordan, KSA, and the UAE

# Labour Law & Prez Granted Leaves

## The leaves are categorized into two sections: Common Leaves and Special Leaves.

## Common Leaves include standard leave types such as annual, sick, and maternity leaves.

## Special Leaves cover unique scenarios like study leave, pilgrimage leave, and others.

## Any leave labeled with “(Prez)” is granted by Prezlab, while leaves without this designation are governed by the respective country’s labour law. Additional explanations for certain leaves with subscript numbers can be found in the Notes section.

## This document applies to Jordan, KSA, and UAE, covering both full-time employees and those on service agreements.

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## Common Leaves

| **Type of Leave** | | **Full-time** | | | **Service Agreement** |
| --- | --- | --- | --- | --- | --- |
| **Jordan** | **UAE** | **KSA** |
| Annual Leave1 | | 14 days | 21 days | 21 days | 0 days |
| Annual Leave (5 Years) | | 21 days | 21 days | 30 days | 0 days |
| Rest Days | | 0 days | 0 days | 0 days | 18 days |
| Sick Leave | | 14 days2 | 15 days3 | 30 days4 | 0 days |
| Maternity Leave | Labour Law | 70 days5 | 100% Paid: 45 days  50% Paid: 15 days | 90 days6 | 0 days |
| Prez.Leave | 20 days | The 50% Paid 15 Days are paid in full | 0 days | 45 days (Prez) |
| Paternity Leave | Labour Law | 3 days | 0 days7 | 3 days | 0 days |
| Prez.Leave | 0 days | 0 days | 0 days | 3 days (Prez) |
| Compassionate Leave | Husband (Muslim) | 3 days (Prez) | 5 days | 130 days | 1 day (Prez) |
| Husband (Non-muslim) | 3 days (Prez) | 5 days | 15 days | 1 day (Prez) |
| Wife | 3 days (Prez) | 3 days | 5 days | 1 day (Prez) |
| Child | 3 days (Prez) | 3 days | 5 days | 1 day (Prez) |
| Sibling | 3 days (Prez) | 3 days | 3 days | 1 day (Prez) |
| Parent | 3 days (Prez) | 3 days | 5 days | 1 day (Prez) |
| Grandparent | 3 days (Prez) | 3 days | 5 days | 1 day (Prez) |

Notes:

1. Part-time annual leave is calculated proportionally based on the number of hours worked.
2. In Jordan, sick leave is 100% paid for 14 days and 50% paid for an additional 14 days.
3. In the UAE, sick leave is 100% paid for the first 15 days, 50% paid for the following 30 days, and 0% paid for the additional 45 days.
4. In KSA, sick leave is 100% paid for the first 30 days and 75% paid for the other 30 days.
5. Every woman is entitled to a maximum of one year unpaid leave to bring up her children
6. Every woman has the right to extend the maternity leave for one month 0% Paid
7. Paternity Leave is not available as a term in the UAE labour law however there is a Parental leave. Please see “1.2 | Special Leaves”

## Special Leaves

| Name of Leave | Applicable countries | Duration | Conditions & Notes |
| --- | --- | --- | --- |
| Hospital Leave | Jordan | 14 days |  |
| Parental Leave | UAE | 5 days | - Within first 6 months |
| Pilgrimage Leave | Jordan | 14 days | - After 5 years  - Granted once |
| UAE | 0% paid: < 30 days | - Granted once |
| KSA | 10-15 days inc. Eid Al Adha | - After 2 years |
| Unpaid Leave | Jordan, UAE, KSA | # days | Given within reason and special cases |
| Marriage Leave | KSA | 5 days |  |
| Jordan, UAE | 3 days (Prezleaves) |
| Nursing Leave | Jordan | 1 hour | - For the first [12 months](https://mol.gov.jo/EBV4.0/Root_Storage/AR/EB_List_Page/%D8%AD%D9%85%D9%84%D8%A9__%D9%88%D8%A7%D8%B9%D9%8A.pdf) |
| UAE | 1 hour | - For the first [6 months](https://u.ae/#/) |
| KSA | 1 hour | - For the first [12 months](https://mol.gov.jo/EBV4.0/Root_Storage/AR/EB_List_Page/%D8%AD%D9%85%D9%84%D8%A9__%D9%88%D8%A7%D8%B9%D9%8A.pdf) |
| Prez.Compensatory Leave | Jordan, UAE & KSA | # days (Prez) | In compensation of extra efforts put in from team members. i.e., to support P&C initiatives |

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# Official Holidays

## Jordan Public Holidays

| **Name of Holiday** | **Number of Days** |
| --- | --- |
| New Year's Day | 1 |
| Palm Sunday *(For Christian team members only)* | 1 |
| Easter *(For Christian team members only)* | 1 |
| PL Easter *(For Christian team members only)* | 1 |
| Eid al-Fitr | 3-4 |
| Labour Day | 1 |
| Independence Day | 1 |
| Eid al-Adha | 3-4 |
| Hijri New Year (Islamic New Year) | 1 |
| Prophet Muhammad's Birthday (Mawlid) | 1 |
| Christmas | 1 |
| PL Christmas *(For Christian team members only)* | 1 |

## UAE Public Holidays

| Name of Holiday | Number of Days |
| --- | --- |
| New Year’s Day | 1 |
| PL Palm Sunday *(For Christian team members only)* | 1 |
| PL Easter *(For Christian team members only)* | 1 |
| Eid al-Fitr | 3-4 |
| Arafah Day | 1 |
| Eid al-Adha | 3-4 |
| Hijri New Year (Islamic New Year) | 1 |
| Prophet Muhammad's Birthday (Mawlid) | 1 |
| National Day & Martyr’s Day | 3 |
| PL Christmas *(For Christian team members only)* | 1 |

## KSA Public Holidays

| Name of Holiday | Number of Days |
| --- | --- |
| Eid al-Fitr | 3-4 |
| Eid al-Adha | 3-4 |
| PL Palm Sunday *(For Christian team members only)* | 1 |
| PL Easter *(For Christian team members only)* | 1 |
| Founding Day | 1 |
| National Day | 1 |
| PL Christmas *(For Christian team members only)* | 1 |

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# Leaves Policies

* 1. Carry-over

| **Country** | **Annual Leaves** | **Sick Leaves** | **Rest Days** |
| --- | --- | --- | --- |
| Jordan | Full amount (to be used within the next year) | Not carried over | 50% is carried over |
| UAE | Not more than half (to be used within the next year) |
| KSA | Full amount (to be used within the next year) |

* 1. Application Process

| **Type** | **Duration** | **Notification Period** | **Documents** | **Approval Process** |
| --- | --- | --- | --- | --- |
| Annual Leave, Rest Days, Unpaid Leave | 1-3 Days | 1 week prior | N/A | Approval from Line Manager and then HR Person. |
| 4-7 Days | 2 weeks prior | N/A |
| 7+ Days | 4 weeks prior | N/A |
| Sick Leave | As needed | ASAP | Doctors note from a verified clinic/hospital |
| Maternity Leave | Entire leave is the only option | 6 months prior | N/A |
| Paternity Leave | Entire leave is the only option | 1 week prior | N/A |
| Compassionate Leave | Entire leave is the only option | ASAP, and could only be taken immediately | N/A |