



# **Attendance and Leave Policy**

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**Explanatory Note:**

A policy is a broad set of principles or rules, which shape human behaviour towards a well defined-purpose or end. A policy may refer to specific processes, standards and roles required to ensure compliance.





## MTN YEMEN HUMAN RESOURCES


### 2. AUTHORISATION

This document is authorised by:

Name	Title	Date	Signature
Raed Ahmad	C.E.O		

### 3. APPROVAL

This document is approved by:

Name	Title	Date	Signature
Raed Ahmad	C.E.O		
Mohammed G. Nasher	HR Executive		

### 4. INFORMATION CLASSIFICATION

This document is intended for all employees within MTN Yemen

### 5. PURPOSE

This document identifies the company's Attendance and leave Policy. The primary purpose of this policy is to ensure all the employees are managed responsibly and in accordance with the requirements of the company.

### 6. SCOPE

This policy applies to all employees in MTN Yemen.

### 7. ATTENDANCE

- 7.1. The company normal working hours are 45 Hours per Five days a week.
- 7.2. Any employee who could not, for any reason, arrive at his work site should inform his line manager in advance, about the reason for such





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absence. The line manager is authorized to carry out any investigation deemed necessary to verify the employees' allegations.

- 7.3. Any employee who is absent from duty for more than 15 continuous or 30 interrupted days in a year, without a legitimate reason that was either pre-approved or confirmed by his line manager, shall be subject to summary dismissal without prior notice. Local laws have to be observed when applying such a rule.
- 7.4. Will be deemed as an absence from duty and for the period of their occurrence any of the following employee's behaviours:
- Leaving the Employer's premises before the end of the working hours without the principal's approval.
  - Delay in rejoining the work site after having enjoyed their annual leave or any other authorized leave.
  - Delay in arriving to work site
  - Failure to prove his attendance through signing In & Out in the attendance systems both electronic and manual.
  - In addition to the attendance electronic control systems, it is the responsibility and authority of the division manager to ensure the proper punctuality of his division staff.
  - Each division manager will provide HR with a manual attendance log, in case he has some employees their job nature requires them to go directly to the field, but this is expected to be very rare and limited to very few cases, such cases should be reported to the HR Division in the same day.
- 7.5. Each division must report any staff matters (any type of leaves, absence sickness and other staff matters) to HR not later than three days.
- 7.6. HR will take action only upon a notification from the line manager.

**The company consider the following types of leave only**

### **8. ANNUAL LEAVE**

- 8.1. Permanent staff are entitled for paid annual leave of thirty working days per annum.
- 8.2. Annual leave requests must be approved by the division manager enough time before the employee proceeds on leave; this is to enable the line manager to plan the work schedules.





## **9. SICK LEAVE**

- 9.1. Sick leave requests must have a medical report to be approved from the Company's doctor
- 9.2. Sick leave Periods and deductions are according to Labor Law are:
  - 9.2.1 In case sickness extends beyond eight months, the employee can benefit from his annual leave balance.
  - 9.2.2 If both annual leave balance and sickness leave periods specified above are consumed, the employee is entitled to a leave without pay until medical recovery unless it is medically certified that the employee is not medically suitable for service as follows
    - Sick leave fully paid for the first and second month of sickness.
    - Sick leave with 85% payment of salary in the third and fourth month of sickness.
    - Sick leave with 75% payment of salary in the fifth and sixth month of sickness.
    - Sick leave with 50% payment of salary in the seventh and eighth month of sickness.
- 9.3. The company assigned doctors who are the authorized entity to issue/ approve medical certificates to the company employees.

## **10. LEAVE WITHOUT PAY**

- 10.1. The company may at its own discretion permit a leave without pay upon management approval.
- 10.2. Recommendation for leave without pay should be made by the direct manager and submitted to HR Executive, Management for approval.
- 10.3. For short periods, Division manager can recommend a person for unpaid leave for a period not more than 15 working days for HR approval.

## **11. PILGRIMAGE LEAVE**

- 11.1. Employees who have spent four years of company service are entitled to twenty days paid leave including Eid holiday for performing the Pilgrimage duty.
- 11.2. Company has the right to request from employees the proof for pilgrimage.



## **12. PREGNANCY & MATERNITY LEAVE**

- 12.1. Pregnant employee is entitled to a seventy days paid leave according to Labour Law as a delivery leave
- 12.2. Pregnant employee is entitled a five daily working hours starting from her six month pregnancy.
- 12.3. The five daily working hours will continue after the employee maternity leave and will end when the baby reaches six months
- 12.4. An additional twenty days paid leave can be added according to Labor Law, to the seventy days mentioned in above step in the following cases:
  - Caesarean.
  - Twins delivery.

## **13. MARRIAGE LEAVE**

- 13.1. Employees are allowed for thirty days marriage leave upon completion of the probationary period.
- 13.2. Employees are entitled to only one marriage leave during their service at the company.

## **14. PUBLIC HOLIDAYS**

- 14.1. The public holidays, are not considered as annual leave.
- 14.2. If a public holiday coincides with Friday, another day will be compensated as paid leave holiday.
- 14.3. Public Holidays are listed in the latest announcement of the ministry of civil work.

## **15. COMPASSIONATE LEAVE**

Staff may be granted paid leave of absence not exceeding three days, necessitated by the death of an immediate family member (First Degree).

- A first-degree relative is defined as a close relative which includes the individual's parents, full siblings, spouse or children

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