

#### Mission process:

Mission should be in Egypt, could be either requested for hours or a full day. Max. 2 days if more than 2 days, then with a memo signed by replacement person, and Deans.

- ☐ Eligibility to get the leave:
  - Supporting documents (agenda, invitation, etc.)
  - Work related tasks off campus
  - HOD signature and approval from HR

#### Leaves Policy:

##### Annual and Accidental:

- ☐ 30 Annual leave Days (academic)
- ☐ 21 Annual leave Days (admin)
- ☐ Eligibility to get the leave:
  - Not during semester (academic)
  - Not during 1<sup>st</sup> Six Months of Employment
- ☐ What is the difference between the Annual and the Accidental leave?
  - Accidental leave is Deducted from your Annual leave Balance
- ☐ In the same Annual Leave form
- ☐ Fill it in, find a replacement
- ☐ Acquire approval from HOD/Dean
- ☐ Submit it to the Academic Coordinators
- ☐ 6 days – Max. 2 consecutive days per month
- ☐ To be submitted Max. 48 hrs. after your return

#### Compensation:

Eligibility to get the leave:

- ☐ By request from the department
- ☐ Must be present first on campus, on his/her day off for a full day or a min. of 4 hours
- ☐ Remaining hours will be missing and can be compensated later
- ☐ Max. limit 2 days per month.

Sick leave:

- ☐ 3 days sick leave in case of getting approval from doctor
- ☐ More than 3 days taken from annual leave unless medical documents are provided to the HR supervisor for approval
- ☐ Submit the sick leave form signed by the GIU physician to Personnel Specialist in M.516, max. within 48 hrs. after return.

Employee Benefits

- **Social Insurance** تأمينات الاجتماعية
- **Corporate Life Insurance with Allianz**
- **Conference Support** (Only for Prof. / Associate Prof. / Lecturers).
- **Medical Insurance: Next care**