

# Global Leave and Time-Off Policy

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Department: Human Resources

## 1. Annual Leave (Vacation)

### 1.1. Entitlement

Full-time employees are entitled to [25] working days of paid annual leave per year, prorated based on the start date. Leave is accrued monthly.

### 1.2. Scheduling and Approval

All annual leave requests must be submitted through the designated HRIS system [System Name] at least [10] working days in advance. Approval is contingent on business needs and managerial discretion. Employees are encouraged to take their full entitlement each year.

### 1.3. Carryover

Employees may carry over a maximum of [5] working days of unused annual leave into the subsequent year. Any remaining unused leave beyond this limit will be forfeited on [March 31st] of the following year.

## 2. Sick Leave

### 2.1. Procedure

Employees who are unable to work due to illness must notify their manager via phone/chat on the first day of absence and enter the absence into [System Name].

### 2.2. Duration and Documentation

- **1–3 Consecutive Days:** Self-certification is acceptable.
- **4+ Consecutive Days:** A certified medical note from a licensed physician is required.
- Sick leave provisions will comply with local labor law statutes (e.g., UAE Labor Law limits).

## 3. Parental Leave

### 3.1. Maternity Leave

Eligible female employees are entitled to [60] days of paid leave for the birth of a child, subject to local labor law requirements and continuous service provisions.

### **3.2. Paternity Leave**

Eligible male employees are entitled to **[5] working days of paid leave** following the birth or adoption of a child.

## **4. Other Leave Types**

Leave Type	Duration	Notes
<b>Bereavement Leave</b>	Up to [5] working days	For immediate family members.
<b>Hajj/Umrah Leave</b>	Up to [10] working days (unpaid)	Available once during employment, subject to managerial approval.
<b>Unpaid Leave</b>	Case-by-case basis	Requires Executive and HR approval. Does not count towards service tenure.
<b>Jury Duty/Civic Duty</b>	As required	Paid leave provided necessary documentation is supplied.

## **5. Unauthorized Absence**

Absence without notification or managerial approval for **three consecutive working days** will be considered job abandonment and may lead to termination of employment.