

GIU Leaves Policy and Process

For Administrative – Staff Members

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1. Purpose

The purpose of the Leaves and Absence Management Policy is to clearly define the responsibilities and University specific regulations for all kinds of leaves and to ensure internal equity, employees' well-being and work life balance is maintained and mandated by the applicable labor law or provisions of this policy.

2. Scope

The scope of this policy applies on all Administrative Staff at the German University in Cairo.

3. Terms & Definitions

Term	Definition
Direct Supervisor-Manager-HOD	Is the Supervisor/Manager whom the employee directly reports to. S/he is the employee's permanent Supervisor/Manager in charge of the overall employee Performance and Development.
HRIS	Human Resources Information system manages all leave requests, balances and absenteeism.
Core Hours	The minimum hours to be on campus (4 Hours) to be consider as working day.
Annual Leave	The number of contractual days employees of an organization is permitted to be away from their employment position within a year's time without consequences. This time off is paid by the university and employees can request the time for any reasons they wish to be off of work.
Public Holiday	Holiday generally established by law and is usually a non-working day during the year, it follows the Georgian calendar. (i.e. 1st January to 31st December).
Notice period	An extended day of requirement to be submitted to HR by employees 60 days prior last working day.
RTW	Return to work Form, filled by both employee & Direct manager during RTW meeting, following any unpaid leaves.
Emergency Contact	Contact of preference in case of emergency, filled in by the employee in the new hire personal Data sheet and in personal data form.
SI Print out	To issue a proof document of 10 years social insurance coverage for Extra annual leave entitlement.
Immediate Family	Parents, brothers, sisters, children, spouse and Grandmother/Father
Forged Sick note	Non-genuine sick note with forged duration, place of issuance...

4. Roles & Responsibilities

Function Heads, managers and supervisors are responsible to ensure that all affected parties from their teams are following the policy and adhering to it in implementation of any of its principles. Interpretation and administration of this policy is the responsibility of the Head of the Human Resources.

- Any violation should be reported immediately to the Head of the Human Resources Department.

5. Policy Description: Leaves are classified as below

5.1 Planned Leaves

5.2.1 Annual Leaves

5.1.1.1 Entitlements

<u>Existing Employees</u>	Employees are entitled to 21 annual paid leaves and are prorated to length of service if less than 1 year.
	Employees with 10 + years of social insurance which are proven by SI printout or 50 years of age, are entitled to 30 Annual Days.

- Employees can Submit their annual Leave Request up to 2 months in advance.
- In case of long annual leave request, employees must submit the request 5 working days prior to acquiring the annual leave. whereas one day annual leave requests can be submitted with minimum notice of 48 hours prior to the annual.
- The leave template to be downloaded from Templates Drive <\\fs1\Staff Intranet\Templates\Personnel\Leaves Policy\Admin>
- Annual Leave applications may be rejected or shortened in case that the employee presence on campus is required for any work-related purpose.
- Leaves without the approval of the direct Supervisor-Manager-HOD will be considered as "Absence without Permission" and will be subject to disciplinary action. In addition, the University may deduct the amount of days taken from the employee's salary or reduce remaining leave balance accordingly.

<u>Probationary staff</u>	<p>New hires can use their Annual balance starting the 6th month of their hiring date upon prior approval from direct supervisor-Manager-HOD.</p> <p>Probationers will have a maximum of one day as an Accidental during the second & third month in probation as per the below flow:</p> <ul style="list-style-type: none"> • If reported at a short notice (less than 24 hours), it will be an unplanned emergency during probation, unpaid with same impact on Performance Appraisal as the normal Accidental leave. This is to be logged on HRIS (Emergency during probation).
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5.1.1.2 Carry over and outstanding Annual balance

<u>Annual Leaves Carry Over</u>	<p>In exceptional cases, up to 5 annual leaves of the year may be carried over to the next year if business needs did not allow employee to consume their annuals, with the following conditions:</p> <ul style="list-style-type: none"> • If approved, employees are expected to consume their carried over balance before it expires on the 31st of March. • Must be approved by the Direct Manager, Personnel Manager, and signed off by the Head of Human Resources.
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<u>Outstanding Annual Balance</u>	<p>Direct managers shall ensure all their staff consume their annual balance prior to the end of the year or during their notice period (in case of resignation or Non-renewal).</p>
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5.1.2 Public Holidays

All employees are entitled for fully paid holidays on official national holidays. All employees will be compensated with double payment or Two compensation leaves for each public holiday attended (minimum of 6 hrs. per day) and shall be updated on HRIS (as Public holiday attended). Working on Public Holidays is only allowed upon a direct request from the direct manager to be submitted before attending.

- The 1st day of Moharam (Islamic New Year).
- The 12th day of Rabie El Awal (Prophet Mohamed's birthday).
- The 1st & 2nd days of Shawwal (Feast).
- The 9th, 10th, and 11th days of Zolheggaa (Barium).
- The 1st of January (New Year).
- The 7th of January (Christmas for Coptic Orthodox).
- The 25th of January.
- Sham El-Nissim (the Easter).

- The 25th of April (Sinai Liberation Day).
- The 1st of May (Labor Day).
- The 30th of June.
- The 23rd of July (Revolution Day).
- The 6th of October (Armed Forces Day).
- The 25th of December (Christmas).

5.1.3 Compensation Leave

5.1.3.1 Entitlement and Eligibility

- In order to be eligible for a compensation leave, the employee must first be present on campus on his/her day off and for a valid reason assigned by his/her direct supervisor/ Manager or assignment from the Head of Department.
- The employee must be present for a full working day (8.5 hours). Compensation leave to be acquired with a maximum of two days within the same month attendance cut off. (Not after the 10th of each month).
- The employee must fulfill his/her monthly working hours to be eligible for compensation leave submission, otherwise the hours spent on campus during the day off will compensate the monthly missing hours.
- The leave template to be downloaded from Templates Drive [Drive \\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration](\\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration)

As per the labor Law, the university offers female employees (who have been employed minimum for 10 months) and are having a continuing contract the following benefits:

- 120 paid calendar days three times throughout the employee period of service.
- 1 Hr. Nursing (early leave or late arrival) for a period of 24 months from the date the baby is born.
- 1 Hr. Rest (early leave or late arrival) starting from the 6th month of pregnancy.
- The leave template to be downloaded from Templates Drive <\\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration>

**** **Important Notes:**

- Entitlement, for maternity leave is associated with submission of the newborn's birth certificate to the personnel representative.

- Female employees who wishes to extend their maternity leave for more than 3 months and under limited chances, if approved, the leaves must be extended using the annual leave balance, and then they can apply for an unpaid leave.
- In case of abortion, the duration of absence from work is considered sick leave not a maternity leave.
- Per the labor Law, female employees who spent less than 10 months of service, they will be entitled for 45 unpaid maternity leave.

5.1.4 Marriage Leave

GIU offers only once during the employment period, an extra ten-day-paid vacation starting from the date of marriage to employees who have been employed minimum for 10 months. The employee must submit the "Marriage leave form" at least four weeks before the required vacation plus a formal supporting document "Marriage Certificate".

- The leave template to be downloaded from Templates Drive <\\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration>

5.1.5 Unpaid Leave

Unpaid leaves are approved on case-by-case basis and are not an employee's entitlement, but rather a privilege granted by the university after review of the severity of the need for the unpaid leave. Unpaid leave requests, can only be submitted when the employee has a zero annual leave balance and with a minimum notice period of 15 days' prior to the start date of the unpaid leave.

If the unpaid leave request is approved, the employee must pay full settlement of his/her social insurance for the unpaid leave duration prior to the start date of the annual leave, failure to fulfill this condition might lead to end of contractual agreement.

5.1.6 Religious Leave

All Muslim/Christian employees who have spent five consecutive years in the service of one employer have the right to a full paid leave for a period not exceeding one month (30 calendar days) for performing Pilgrimage Hajj (Muslim) or to visit Jerusalem (Christian) and such a leave shall be provided only once during the whole total period of service. Employees utilizing this leave must provide supporting documents* within 1 month prior the leave*Visa approval - stamp to confirm destination and travel purpose, and ticket confirmation.

5.2 Unplanned Leaves

5.2.1 Accidental leave

5.2.1.1 Entitlement

Each employee is entitled for six days accidentals per year with a maximum limit of two consecutive days each time during the year. Accidental leave is the leave taken by an employee, as a result of unexpected circumstances (severe cases like death of a second-degree family member... etc.), in which there is no choice except absence from work.

5.2.1.2 submission and Approvals

1. The employee should inform the head of department with the reasons of absence on the same day of the leave. This leave will be counted as part of the annual leave of the employee.
 2. Right after the employee returns to work from the accidental leave, the accidental leave form must be filled out, signed by the Head of the Department.
 3. The finalized form has to be submitted to the Personnel representative no later than 48 hours after return to work, otherwise it'll be considered as absent without permission and will be subject to disciplinary action.
- The leave template to be downloaded from Templates Drive <\\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration>

5.2.2 Grief Leave

Employee who spent one year or more in service are entitle for 3 paid calendar days as a mourning leave, in the event of passing a first degree relative defined as follow (Father, Mother, Sister, Brother, Husband, Daughter and son).

5.2.3 Sick leave

Employee who are unable to perform their duties because of illness or injury may be granted sick leave in accordance with the following provision:

5.2.3.1 Number of Days permitted, and payments made

According to the Article 54 of Labor Law No. 12 for the year 2003 and article 78 of the Social Insurance Law No. 79 for the year 1975, For each employee who worked for the University for three years, he/she may use sick leaves as follows:

- Thirty days at full pay
- Sixty additional days at 75 percent pay per year
- Ninety additional days at 85 percent pay per year

- Employees who fail to attend their work place after continuous /separated 180 days of sickness should be examined by **official medical committee.**

The payment scheme mentioned above is not automatic, it applies only if:

- The employee to inform the HR Department along with his direct manager about the intended sick leave within the first three days of absence.
- The continuation of employment.
- A dated sick note is submitted signed by a doctor, approved by the university's medical personnel and or official authorized medical authority.

5.2.3.2 Fully paid sick leave by law

Employees suffering from any of the chronic diseases that have been specified by the applicable laws are entitled to sick leave at full pay until they recover or until permanent inability to perform the basic requirements of the job is ascertained. Should the later occur, the Social Insurance organization decides upon the required pension.

5.2.3.3 Eligibility for Paid Sick Leave

The University Physician is the sole authority to judge whether an employee suffer from chronic disease and the physician's judgment in this respect determines the eligibility of the employee to a paid sick leave.

5.2.3.4 Excessive Sick Leave regulations

The employment contract may be terminated in case the employee consumes his or her sick leave balance, as determined by the social insurance law, in addition to his or her annual leave balance provided that the University notifies the employee of its desire to terminate the employment contract before the lapse of fifteen days from the date on which the employee has consumed his or her leave.

However, in case of chronic disease (as specified by the applicable law), the employment contract may be terminated according to the provisions of the social insurance law.

Excessive annual sick leaves, will have an impact on the Employee's KPI and accordingly any related incentives.

5.2.3.5 Sick Leave submission & Approval Procedure

1. The employee on the same day should inform the direct supervisor/manager or head of department, as well as the university physician about his absence.
 2. Right after returning to work from the sick leave the employee has to fill out the "sick leave form" within 48 hours (to be downloaded from Templates Drive <\\fs1\Staff Intranet\Templates\Personnel\Leaves for Administration> and attach a medical report which has to be submitted to the University's physician.
 3. If the employee feels sick at work the University's physician may be consulted and write a sick report after medical examination which substitutes the medical report.
 4. The University's physician needs to sign the "sick leave form" before the employee submits it to the personnel Representative.
 5. University clinic contacts:
 - a. Clinic mobile Number: 010 66610085 – Email: clinic@giu-uni.de
 - b. Dr. Mohamed Najuib: 0111 789 2221 – Email: mohamed.najeb@giu-uni.de
 - c. Dr. Mahmoud El Sayed: 0100 2970438 – Email: Mahmoud.ali@giu-uni.de
 6. The finalized signed sick leave form has to be submitted to the **Personnel representative** no later than **72 hours** after return to work, otherwise it'll be considered as absent without permission and will be subject to disciplinary action.
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