



Leave Policy - JORDAN

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DOCUMENT CONTROL

DOCUMENT NAME	Leave Policy - JORDAN
ABSTRACT	This document details the leave policy in Jordan

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1. PURPOSE AND OBJECTIVE

This leave policy (“**Policy**”) defines the leave entitlements and procedures of Invenio Business Solutions (“**The Company**”) in Jordan.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in Jordan, unless specified otherwise. All references/ clarifications/ questions regarding interpretation of any provision can be made to the HRD department. The Company’s decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

All leave is subject to approval of the reporting manager and needs to be applied for and processed in the HRMS.

3. DEFINITIONS

- **Leave Year:** Year in which leaves are allotted, the leave year runs from January 01 to December 31 of the year.
- **Pro-rate credit:** employees joining Invenio before 15th of the month will get full credit of leave for the month and those joining later will get no credit for that particular month.
- **Working Days:** Sunday to Thursday would be considered as working days or a schedule determined by the project allocation.
- **Leave:** This refers to one full day of normal working hours.
- **Manager:** This refers to the individual to whom the employee reports to.
- **LOP:** Loss of Pay

4. PUBLIC HOLIDAYS

- 4.1 Employees are entitled to public / National holidays. These are in addition to the Annual Leave entitlement.
- 4.2 The list of public and National holidays may change every year. The applicable list of holidays for the Leave Year will be published on the HR Management System and on SharePoint.

4.3 If a public or National holiday occurs within the Annual Leave period, it will not be counted as part of the Annual Leave Entitlement.

4.4 If a public or National holiday occurs on a weekend, no additional ‘Work Off’ day will be provided to the employee”.

5. ANNUAL LEAVE

5.1 Annual Leave Entitlement

- 5.1.1. In compliance with Article 61(a) of the Jordanian Labour Law, annual leave entitlement is fourteen (14) days per year upon completion of twelve (12) months of continuous employment. This is enhanced to twenty-one (21) days per year upon completion of five (5) years’ continuous service with the company.
- 5.1.2. Annual leave entitlement shall be made eligible on an accrual basis at the rate of 1.167 days per month for the first Five Years.
- 5.1.3. Annual leave entitlement shall be made eligible on accrual basis at the rate of 1.75 days per month for more than Five Years.
- 5.1.4. Although annual leave during the probation period is not specified in the Jordanian Labor Law, employees shall have annual leave accrued during the probation period but can be granted only under specific circumstances as listed below, at the discretion of the management.
 - Marriage of employee or his/her sibling
 - Sickness leading to hospitalization of employee or his/her dependent
 - Examination, convocation which employee needs to attend.
- 5.1.5. Annual Leave entitlement for any given leave year from the date on which such entitlement starts will be prorated up to the end of the year, which is 31ST December.
- 5.1.6. Annual Leave requests are to be applied for and processed through the online HRMS tool. Leave is considered approved if the reporting manager approves the same in the HRMS.
- 5.1.7. Requests for Annual leave for vacation of more than five (5) days must be submitted a minimum of thirty (30) days before the start of the leave.
- 5.1.8. Requests for Annual leave for five days or lesser must be submitted a

minimum of ten (10) days before the start of the leave. Unforeseen and unexpected leave requests for one day or two days may be applied as required and considered by the reporting manager appropriately.

- 5.1.9. According to Article (61)(d) of the Jordanian Labor law, the employer may determine, during the first month of the year, the date of the annual leave for each employee, according to the requirements of the work therein, taking into consideration the interests of the employee.

5.2 Leave Encashment

Leave Entitlement accrued for every employee, as Leave Salary shall be paid as follows:

- 5.2.1 Encashment of Annual leave is entitled only during the time of separation or retirement and is limited to the unused leave for the past two years.
- 5.2.2 Leave salary calculation shall be as per the formula: $\text{Salary} / 30 \times \text{Balance Annual Leave days}$.

5.3 Annual Leave Carry Forward

- 5.3.1 According to Article (61)(c) of the Jordanian Labor Law, if the employee is not able to avail annual leave during the leave year, the unutilized leaves can be carried forward to next year based on written request from the employee at the discretion of employer.
- 5.3.2 Leave carried forward to the next year should be used before 31st December of that year.
- 5.3.3 Carried forward leave unutilized on 31st December of that year will be deemed as lapsed and only current year leaves are available.
- 5.3.4 Leave carried forward to the next year should be used before 31st December of that year.
- 5.3.5 Carried forward leave unutilized on 31st December of that year will be deemed as lapsed and only current year leaves are available.

5.4 Leaves More Than Leave Entitlements

- 5.4.1 Any leave availed more than the employee's leave entitlement shall be treated as days without pay, namely Loss of Pay days. The deduction from monthly salary for such LOP days shall be calculated as $\text{Salary} / 30 \times \text{LOP days}$.

- 5.4.2 Leave without pay is granted to an employee in exceptional personal circumstances when no other kind of leave is admissible/ available.
- 5.4.3 All days including public holidays and weekends if in between LOP will also be considered as Loss of Pay.
- 5.4.4 All requests for LOP days must be approved by the respective manager and shall be done so on case-to-case basis. Unapproved LOP leave can be taken up for a disciplinary action as per applicable rules.

5.5 Leaves During Notice Period

- 5.5.1 Leaves are admissible during notice period. Management may permit the same at their discretion under exceptional circumstances.
- 5.5.2 An employee can set-off the accumulated leave balance against the notice period provided management approves the same.
- 5.5.3 This is required to ensure smooth knowledge transfer and transition to the employee taking over the tasks/ work components.

6. SICK LEAVE

- 6.1 Sick leave is admissible only on production of an authorized doctor certification stating the number of days.
- 6.2 In compliance with Article 65 of the Jordanian Labor Law, every employee shall be entitled to sick leaves in a year as follows:
 - (i) The first 14 calendar days with full pay.
 - (ii) Additional 14 calendar days with full pay if hospitalized or 50% paid if not hospitalized. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*
 - (iii) Anything beyond shall be without pay.
- 6.3 An employee shall not be entitled to any paid sick leave during the initial probation period.
- 6.4 Sick leave cannot be taken for half a day or in increments of less than one full day.
- 6.5 Employees must notify the reporting manager by telephone as soon as possible and in any event no later than 09:00 hours on the first day of sickness. If the manager is unavailable, employees should contact the HR

Manager. If an

employee is physically incapable of making that telephone call, he/she must ensure that someone else calls on their behalf.

7. SPECIAL HAJJ LEAVE

In compliance with Article 66(a)(2) of the Jordanian Labor Law, employees who have completed five (5) years of continuous service with the company will be eligible once in the course of service at the company for special leave with pay for performing pilgrimage (Hajj). Such leaves shall not be deducted from other periods of leave due to the employee.

7.1 Eligibility is a maximum of fourteen (14) days.

7.2 Employees should preferably request special leave at least one (1) month in advance of the date on which the leave will commence.

8. MATERNITY LEAVE

8.1 A working woman shall be entitled to a maternity leave of 10 weeks including the period before and after date of delivery (4 weeks before and 6 weeks after delivery) with full pay. The probable date of delivery shall be determined by a medical certificate authenticated by a health agency.

8.2 According to Article 70 of the Jordanian Labor Law, it is prohibited for a woman to work during the 10 weeks of maternity leave.

8.3 According to Article 71 of the Jordanian Labor Law, a female employee shall be entitled to an additional break of 1 hour per day for the nursing of her child, during the first year of giving birth and the period of the break shall not be deducted from the number of hours of work of the employee.

8.4 According to Article 67 of the Jordanian Labor Law, a woman who works in an institution that employs ten or more employees has the right to take an unpaid leave for a period not exceeding one year (12 months) to devote herself to nurture her children, and she has the right to return to her work after the end of this leave, provided that she loses this right if she works for a wage in any other institution during that period. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

8.5 Maternity leave cannot be taken for half a day or in increments of less than one full day.

8.6 Provisional leave applications must be submitted at least one month in advance to avail the same so as to enable work planning and transition.

9. PATERNITY LEAVE

9.1 According to Article (66)(c) of the Jordanian Labor Law, this leave would be subject to a maximum of three (3) working day each for birth of a child.

9.2 This leave can be availed within 3 months before or after the child's birth.

9.3 The employee should apply for this leave in advance & should submit a birth certificate in support thereof.

9.4 This leave is not available for accumulation.

10. BEREAVEMENT LEAVE

Although bereavement leave is not specified in the Jordanian Labor Law, bereavement leave became a common practice in the private sector employment due to comparisons with the laws related to the public sector employment.

In an unfortunate event of bereavement in the immediate family, an employee will be eligible for leave as below:

10.1 Limited to a maximum of three (3) working days for First degree family, defined as spouse, children, parents and parents-in-law, own brothers/ sisters only, and two (2) working days for Second degree family (cousins or other relatives etc.).

10.2 The company reserves the right to ask the employee to produce a copy of the death certificate or other supporting document.

10.3 This leave is not available for accumulation.

11. EDUCATION LEAVE

11.1 In case the employee is enrolled in an education / a course for labour education approved by the Ministry for studies with the explicit permission of the company, he/she can avail fourteen (14) working days with full pay, in compliance with Article 66(a)(1) of the Jordanian Labor Law. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

11.2 The company reserves the right to ask the employee to produce a copy of the education certificate or other supporting documentation.

11.3 This leave is not available for accumulation.

11.4 According to Article 66(b) of the Jordanian Labor Law, the employee may get an unpaid leave of four (4) months if he/she joined an approved university, institute, or college to study. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

12. SPOUSE ACCOMPANY LEAVE

In compliance with Article (68) of the Jordanian Labor Law, all Employees, Male/Female shall have the right to take unpaid leave once for a maximum period of two (2) years to accompany his or her spouse if the latter is moved to a workplace in a province other than the one in which he or she normally works or abroad. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data.)*