



Leave Policy - KSA

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DOCUMENT CONTROL

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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 the Kingdom of Saudi Arabia (“**KSA**”).

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in KSA, 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 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 the Company 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 According to Article (109) (1) of the Saudi Labour Law, annual leave entitlement is twenty-one (21) days per year upon completion of twelve (12) months of continuous employment. This is increased to thirty (30) 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 accrual basis at the rate of 1.75 days per month.
- 5.1.3 Although annual leave during the probation period is not specified in the Saudi 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.
- 5.1.4 Annual Leave entitlement for any given leave year from the date on which such entitlement starts will be prorated up to end of the year, which is 31st of December.
- 5.1.5 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.
- 5.1.6 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.
- 5.1.7 Requests for Annual Leave for five (5) days or less 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.

5.1.8 For Annual Leaves, the company reserves the right to require employees to take annual leave at specified times, adjusting to the needs of the project.

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 that particular year.

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 (110) (1) of the Saudi Labour 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 and at the discretion of employer.

5.3.2 Leaves carried forward to the next year should be used before 31st of March of that year.

5.3.3 If the employee does not utilize the accrued annual leaves before 31st of March of the next year, the leaves will be automatically carried forward until 31st of December of that year. Such postponement shall not, however, exceed the end of the year following the year the leave is due, as provided in the Article (110) (3) of the Saudi Labour Law.

5.3.4 If the carried forward annual leaves have not been planned and applied through the online HRMS tool by 31st of June of the next year, the employer has the right to schedule such leaves of the employee within the last 2 quarters of the year, as per the work requirements.

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 not admissible during notice period. Management may permit the same at their discretion under exceptional circumstances.
- 5.5.2 Employees cannot set-off the accumulated leave balance against the notice period.
- 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 An employee shall not be entitled to any paid sick leave during the initial probation period.

6.2 According to Article (117) of the Saudi Labour Law, an employee who completes probation period shall be entitled to sick leaves not exceeding 120 calendar days, successive or otherwise:

- The first thirty (30) calendar days with full pay (100%).
- The next sixty (60) calendar days with 75% of pay. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*
- The next thirty (30) calendar days without any pay. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

6.3 Sick leave is admissible only on production of an authorized doctor certification stating the number of days.

6.4 Sick leave cannot be taken for half day or in increments of less than one full day.

6.5 Employees must notify their 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

According to Article (114) of the Saudi Labour Law, employees who have completed two (2) 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 minimum of ten (10) and maximum of fifteen (15) days inclusive of Eid Al-Adha.

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 According to Article (151) of the Saudi Labour Law, a woman employee shall be entitled to a maternity leave of twelve (12) weeks, including the period before and after date of delivery (Six weeks of maternity leave must be taken following the birth of the child. The remaining six weeks can be distributed as the employee sees fit, starting from four weeks prior to the expected date of delivery) with full pay. The probable date of delivery shall be determined by a medical certificate authenticated by a health agency. In case the remaining of the leave period is less than six weeks as a result of the delivery being delayed beyond its specified date, the completed period will be considered leave without pay. In all cases, the woman has the right to extend this leave for a month without pay.

8.2 A woman employee shall be entitled to extend the maternity leave for an additional two (2) months as unpaid leave.

8.3 In the event of giving birth to a sick child or a child with special needs whose health condition requires a constant companion, a woman employee shall be entitled to one (1) month leave with full pay starting at the end of the maternity leave and she shall be entitled to extend the leave for an additional one (1) month as unpaid leave. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

8.4 According to Article (154) of the Saudi Labour Law, a female employee shall

be entitled to an additional break of one (1) hour each per day for the nursing her child, and the period of the break shall not be deducted from the number of hours of work of the employee.

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 enable work planning and transition.

9. PATERNITY LEAVE

9.1 According to Article (113) of the Saudi Labour Law, an employee shall be entitled to a maximum of three (3) working days paternity leave for the birth of a child, to be taken within seven (7) days following childbirth.

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

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

9.4 This leave is not available for accumulation.

10. MARRIAGE LEAVE

10.1 According to Article (113) of the Saudi Labour Law, an employee shall be eligible for a five-day (5) leave with full pay in the event of their marriage.

10.2 The company reserves the right to ask the employee to produce a copy of the marriage certificate of other supporting documentation.

11. BEREAVEMENT LEAVE

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

11.1 According to Article (113) of the Saudi Labour Law, the leave is limited to a maximum of five (5) working days. The immediate family is defined as spouse, children, parents & parents-in-law. (not cousins or other relatives etc.)

11.2 An employee is eligible for three (3) working days leave with full pay in the event of death of their brother or sister, all of which shall be calculated from the date of occurrence of such event.

- 11.3 A woman employee is eligible for fifteen (15) days of bereavement leave in case of spouse's death. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*
- 11.4 According to Article (160) (1) of the Saudi Labour Law, a Muslim female worker whose husband dies shall be entitled to 'iddah leave' with full pay for a period of not less than four (4) months and ten (10) days starting from date of death. If she is pregnant, such leave may be extended without pay until her delivery. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*
- 11.5 The company reserves the right to ask the employee to produce a copy of the death certificate or other supporting document.
- 11.6 This leave is not available for accumulation.

12. EDUCATION LEAVE

- 12.1 According to the Article (115) of the Saudi Labour Law, in case an employee is enrolled in an educational institute for studies with the explicit permission of the company, he/she can avail paid examination leave as follows:
- 12.1.1 Leaves on the day of the examination.
- 12.1.2 If examinations are of a repeat year, he/she is eligible for leave without pay.
- 12.2 The company reserves the right to ask the employee to produce a copy of the education certificate or other supporting documentation.
- 12.3 The employee should apply for this leave fifteen (15) days in advance. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*
- 12.4 This leave is not available for accumulation.