



## **Leave Policy - UAE**

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**DOCUMENT CONTROL**

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**AUTHORISATION**

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## 1. PURPOSE AND OBJECTIVE

This leave policy (“**Policy**”) defines the leave entitlements and procedures of Invenio Business Solutions (“**The Company**”) for availing leave in the United Arab Emirates (“**UAE**”).

## 2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in the UAE, 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 is considered 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:** Monday to Friday 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 employee reports to.
- **LOP:** Loss of Pay

## 4. PUBLIC HOLIDAYS

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

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

4.4 If a public or religious holiday falls 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 (21) of the Federal Decree-Law No. (33) of UAE, an employee shall be entitled to annual leave of two (2) working days per month from the 7<sup>th</sup> month of service onwards and up to the 12<sup>th</sup> month during the first year of employment.
- 5.1.2 An employee shall be entitled to an annual leave of thirty (30) working days per leave year if the employee's period of service is more than 1 year i.e from year 2 onwards, credited at 2.5 days per month.
- 5.1.3 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.
- 5.1.4 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.
- 5.1.5 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.
- 5.1.6 The company reserves the right to require employees to take annual leave at specified times, adjusting to the needs of the projects.

### **5.2 Leave Encashment**

Leave Entitlement for every employee will be encashed as follows:

- 5.2.1 Employee can encash the carry forward annual leaves of a leave year by the end of next leave year, if unused.

### **5.3 Annual Leave Carry Forward**

- 5.3.1 Employees must avail all annual leaves during the leave year. If the employee is not able to avail annual leave during the leave year, the same leaves can be carried forward automatically and used before 31<sup>st</sup> December of next leave year.
- 5.3.2 On termination or retirement of employment employees shall be entitled to salary in lieu of any accrued but unutilized leave balance as on date.

### **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 set out in the policy:  $\text{Salary} / 30 \times \text{LOP days}$ .
- 5.4.2 All days including public holiday and weekends if in between LOP will also be considered as Loss of Pay.
- 5.4.3 All requests for LOP days must be approved by the respective manager and shall be done so on case-by-case basis. Unapproved LOP leave can lead to termination on disciplinary grounds as per the Labour Law.

## **6. SICK LEAVE**

- 6.1 An employee shall not be entitled to any paid sick leave during the probation period. The employer may grant him a sick leave without pay, based on a medical report issued by a medical entity.
- 6.2 According to Article (31) of the Federal Decree-Law No. (33) of the UAE, an employee who contracts illness after the probation period, shall be entitled to sick leaves not exceeding ninety (90) calendar days, successive or otherwise:
  - i) The first fifteen (15) calendar days with full pay;

ii) The next thirty (30) calendar days with 50% 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*).

6.3 The next forty-five (45) 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*).

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

6.5 The worker shall not be entitled to a wage for the sick leave if the sickness resulted from the misconduct of the worker.

## **7. SPECIAL HAJJ LEAVE**

An employee shall be granted once in the course of his/her entire service to special leave without pay for performing Pilgrimage (Hajj). Such leaves shall not be deducted from other periods of leave due to the employee and shall be thirty (30) days inclusive of Eid al-Adha.

7.1 Employees should preferably request special leave at least one (1) month in advance of the date on which the leave would commence. (*Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data*).

7.2 Employee is eligible for this if they have completed at least 2 consecutive years of service with the company.

## **8. MATERNITY LEAVE**

8.1 In accordance with Article (30) of the Federal Decree-Law No. (33) of the UAE, a working woman shall be entitled to a maternity leave of sixty (60) days including the period before and after date of delivery:

- i. 45 Days with full pay
- ii. 15 Days with 50% 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 probable date of delivery shall be determined by the physician of the establishment or by a medical certificate authenticated by a health agency.

8.2 According to Article (30) (2) of the Federal Decree-Law No. (33) of the UAE, a female worker who exhausts her maternity leave may be absent from work without pay for no more than forty-five (45) successive or interrupted days, if such absence is due to illness occurring to her or her child because of pregnancy or delivery and preventing her to report to work. Such illness shall be proved by a medical certificate issued by the medical institution, and such period shall not be counted in the period of service for which the female worker is entitled to severance pay or subscription to the pension system according to the legislation in force in the UAE. *(Leave will be tracked in HRMS, however, due to system time tracking intervals, please contact your local HR for most exact leave balance data).*

8.3 A female worker who delivers a sick child or a child with special needs 'People of Determination' whose health condition requires a continuous escort based on a medical report from the medical institution, shall be entitled to thirty (30) days' leave with full pay, commencing from the expiry of the maternity leave. Such period can be extended for another thirty (30) days. *(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 (30.9) of the Federal Decree-Law No. (33) of the UAE, a female employee shall be entitled to an additional break of one (1) hour each per day for the nursing her child for a period of not more than (6) six months from the date of delivery, 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.

## **9. PARENTAL/PATERNITY LEAVE**

9.1 According to Article (32.1.b) of the Federal Decree-Law No. (33) of the UAE, this leave would be subject to a maximum of five (5) working day which must be utilized within six (6) months of the child's birth. (as applicable)

9.2 The employee should submit birth certificate in support thereof.

9.3 This leave is not available for accumulation.



## **10. BEREAVEMENT LEAVE**

In an unfortunate event of bereavement in the immediate family, an employee would be eligible for leave as per terms given below:

10.1 According to Article (32.1.b) of the Federal Decree-Law No. (33) of the UAE, this leave would be limited to a maximum of (five) 5 working in case of death of the husband or wife, and three (3) days in case of death of the mother, father, son, brother, sister, grandson, grandfather, or grandmother, starting from the date of death.

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**

According to Article (32.2) of the Federal Decree-Law No. (33) of the UAE, an employee shall be granted once per year to special study leave, who is affiliated or regularly studying with an approved UAE education institution, to sit for exams.

11.1 This would be limited to a maximum of ten (10) working days. *(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 Employee is eligible for this if they have completed at least 2 consecutive years of service with the company.

11.3 The company reserves the right to ask the employee to produce a copy of the Enrolment or other supporting document.

11.4 This leave is not available for accumulation.