



Leave Policy - BAHRAIN

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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**”) for availing leave in the Kingdom of Bahrain.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in the Kingdom of Bahrain, 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 a 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 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, Darwinbox 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 fall 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 (58) of the Bahraini Labour Law, employees shall be entitled to a total of thirty (30) days per leave year.
- 5.1.2 Annual leave entitlement shall be made eligible on accrual basis at the rate of 2.5 days per each month of service put on by the employee during every year.
- 5.1.3 The company reserves the right to require employees to take annual leave at specified times.
- 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 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, up to maximum 15 leaves can be carried forward and used up to 31st December of following year.
- 5.3.2 On termination or retirement, 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: as Salary / 30 X 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 initial probation period.
- 6.2 According to Article (65) of the Bahraini Labour Law, an employee who contracts illness after probation period, shall be entitled to sick leaves not exceeding fifty-five (55) days, successive or otherwise:
- i) The first 15 days with full pay.
 - ii) The next 20 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).*
 - iii) The next 20 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 cannot be taken for half day or in increments of less than one full day.
- 6.4 The employee may accumulate the balance of sick leaves, whether on full or half pay due to him, for a period not exceeding 240 days.
- 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.
- 6.6 Sick Leave is admissible only on production of an authorized doctor certification stating the number of days.

7. SPECIAL HAJJ LEAVE

According to Article (67) of the Bahraini Labour Law, an employee shall be entitled once in the course of his/her entire service to special leave for performing Pilgrimage (Hajj). Such leaves shall not be deducted from other periods of leave due to the employee and shall be fourteen (14) days fully paid leave, 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 five (5) consecutive years of service with the company.

8. MATERNITY LEAVE

8.1 According to Article (32) Section (a) of the Bahraini Labour Law, a working woman shall be entitled to a maternity leave of sixty (60) days including the period before and after date of delivery. 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 A female worker may obtain an additional leave without pay due to her confinement for a period of fifteen (15) days in addition to the aforesaid leave. The illness must be confirmed by a certified government physician licensed by the relevant health authority. *(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 According to Article (35) of the Bahraini Labor Law, a female employee shall be entitled to 2 additional breaks of 1 hour each per day for the nursing of her child, during the first 6 months of giving birth. She shall also be entitled to two periods of care for 30 minutes each until her child completes one year of age, 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 (34) of the Bahraini Labour Law, a working woman shall be entitled to obtain leave (of absence) without pay to provide care for her child who is not more than six years of age for a maximum of six (6) months in each case and for three (3) times throughout the period of her service. *(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.

9. PATERNITY LEAVE

9.1 The employee should be entitled to a maximum of one (1) working day each for birth of a child.

9.2 This leave can be availed on the day of child's birth.

9.3 The employee should submit birth certificate in support thereof.

9.4 This leave is not available for accumulation.

10. BEREAVEMENT LEAVE

According to Article (63) of the Bahraini Labour Law, in an unfortunate event of bereavement in the immediate family, an employee would be eligible for leave as per terms given below:

10.1 Limited to a maximum of three (3) working days. The immediate family is defined as spouse, child, parents and parents-in-law, own brothers/ sisters (not cousins or other relatives etc.)

10.2 A Muslim woman employee is eligible for thirty (30) days of bereavement leave in case of spouse's death. She shall also be entitled to complete the death Eddah from her annual leave for three (3) months and ten (10) days. If she does not have annual leave balance, she shall be entitled to leave without 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).

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

10.4 This leave is not available for accumulation.

11. MARRIAGE LEAVE

According to Article (63) of the Bahraini Labour Law, in an event of marriage of self, an employee would be eligible for leave as per terms given below:

11.1 Limited to a maximum of three (3) working days.

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

11.3 This leave is not available for accumulation.