



## **Leave Policy - QATAR**

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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 Qatar.

## 2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in the State of Qatar, 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 in Qatar is considered from January 01 to December 31 of the year.
- **Working Days:** Sunday to Thursday would be considered as working days, or a scheduled 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 the 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 (79) of the Qatari Labour Law, an employee shall be entitled to annual leave of twenty-one (21) working days per leave year upon completion of one (1) year of continuous employment and shall be credited at 1.75 days per month.
- 5.1.2 Upon completion of five (5) years of continuous service with the company, an employee will be entitled to annual leave of thirty (30) working days per year (from 6<sup>th</sup> year onwards) and shall be credited at 2.5 days per month.
- 5.1.3 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.
- 5.1.4 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.
- 5.1.5 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.
- 5.1.6 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.
- 5.1.7 The company reserves the right to require employees to take annual leave at specified times, adjusting to the needs of the project.

## **5.2 Annual Leave Carry Forward**

- 5.2.1 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 50% of leaves will be carried forward automatically to the next leave year.
- 5.2.2 On termination or retirement of employment, employees shall be entitled to salary in lieu of any accrued but unutilized leave entitled as on the date.

## **5.3 Leave Encashment**

Leave Entitlement for every employee will be encashed as follows:

- 5.3.1 Employee will be encashed 50% of the balance annual leaves, if unused.

## **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 this 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.
- 6.2 According to Article (82) of the Qatari Labour Law, an employee who contracts illness after completion of probation period, shall be entitled to sick leaves not exceeding eighty-four (84) days, successive or otherwise:

- i) The first 14 days with full pay
- ii) The next 30 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 40 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 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.

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

## **7. SPECIAL HAJJ LEAVE**

According to Article (83) of the Qatari Labour Law, employees shall be entitled 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 twenty (20) 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 leave if they have completed at least two (2) consecutive years of service with the company.

## **8. MATERNITY LEAVE**

8.1 According to Article (96) of the Qatari Labour Law, a working woman shall be entitled to a maternity leave of fifty (50) 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 woman employee who has completed a service period of one (1) year or more shall be entitled to maternity leave with full pay.

8.3 If the health situation following delivery does not allow the female worker to return to work after the end of the maternity leave, she is entitled to additional sixty (60) days of unpaid 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).*

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

8.5 According to Article (97) of the Qatari Labour Law, 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 year starting after the expiration of the maternity leave, and the period of the break shall not be deducted from the number of hours of work of the employee.

## **9. PATERNITY LEAVE**

9.1 This leave would be subject to a maximum of 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**

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

10.1 This would be limited to a maximum of 3 working days for both men and women employees. The immediate family is defined as spouse, children, parents & parents-in-law only.

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.