

Leave Policy

Almosafer

Leave Policy

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1. Introduction

1.1 Purpose

The purpose of this document is to organize and control leave and vacations at Almosafer in accordance with Almosafer guidelines and local labor law requirements.

1.2 Applicability of the Policy

The policies contained herein apply to full-time employees at Almosafer. For contract and part-time employees, the leave entitlements are defined in their contract.

Non-compliance with this policy may result in an investigation that may lead to disciplinary action up to, and including, termination of employment.

1.3 Approval of the Policy

Developing a new Leave policy or updating the existing one shall be reviewed by HR VP before CEO's written approval. This policy and any related amendments/exceptions require the following written approvals:

1st Approver	[HR VP name and signature]	Date	
2nd Approver	[CEO name and signature]	Date	

1.4 Roles and Responsibilities

The involvement of stakeholders across different levels and functions such as Almosafer employees, Managers and HR will ensure the successful implementation of this policy.

The accountability held by involved stakeholders will be as follows:

Employee

- Responsible for informing their direct manager in case of sickness, emergency case, etc.
- Responsible for not working for another employer during any of his/her leaves/vacations. In case the employee is found working for another employer during such a period, Almosafer has the right to take necessary disciplinary action on the employee.

Line Managers

- Responsible for organizing annual vacation requests of their employees in a manner that sustains a level of productivity and work progress, including determining any need for a substitute for an employee on leave and assigning such substitute

HR

- Responsible for supervising and monitoring the implementation of the leave policy
- Responsible for ensuring completion of required clearance through the initiation of the clearance process with the concerned departments when applicable

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2. Paid Leave

2.1 Annual Vacation

- The annual leave calendar runs from the 1st of January to 31st December
- Employees are entitled to annual vacation days as follows:

Country	Number of Days
KSA & UAE	Fully paid 24 working days (32 calendar days)
EGY	Fully paid 15 working days annual leave or 24 working days for those employees enrolled in the Egyptian Social Insurance system for 10 years or who are above the age of 50

- Employees can avail their accrued annual leave after their period of probation
- Leave plans should be requested at least two weeks in advance of availing the leave
- In case of any changes to the leave plans, an employee should notify the line manager about leave plans 5 days before his/her departure date
- Employees should set dates of their annual leave in coordination with their line manager. However, Almosafer has the right to ask the employee to reschedule and change dates based on work requirements
- In special circumstances and due to work conditions, Almosafer may contact an employee on vacation to request shortening the vacation to overcome these circumstances. In this case, the company will compensate the employee by adding the remaining days from the annual leave to his/her vacation balance
- The concerned employee can extend annual leave provided they request it 2 days before the first day of extension. This will be treated as a new vacation request that shall follow the annual leave vacation approval procedure
- If an employee fails to report back to work after their vacation due to an emergency, they must provide supporting documents that clarify the emergency case. In case documentation is not provided, the employee shall be considered absent and a proper disciplinary action shall be taken based on section 2.5 Disciplinary policy under Service Center policy
- In KSA/ UAE, annual leave can be carried forward from one year to another, however, leave is capped at 48 working days (62 calendar days) at any point in time. In EGY, annual leave is carried forward from one year to another, and after completion of 3 years, the leave balance will be paid out to the employee

2.2 Sick Leave

- Employees should provide medical reports for any sick leave that may occur
- Sick leave for consecutive or non-consecutive periods should adhere to the following guidelines:

Country	Leave Duration	Salary Pay
KSA	First 30 days	Full Pay
	Following 60 days	75% Pay
	Following 30 days	Without pay

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UAE	First 15 days	Full Pay
	Following 30 days	50% Pay
	Following 45	Without pay
EGY	First 30 days	Full Pay
	Following 60 days	75% Pay
	Following 90 days	85% Pay

- If sick leave falls within the period of probation, the probation period will be extended by the number of days availed by the employee
- In KSA, if the employee becomes ill during annual vacation, the vacation days will be suspended until sick period ends then employee annual vacation will resume.
- In EGY/ UAE, if the employee becomes ill during annual vacation, the vacation days will not be considered as sick leave but, will be deemed as part of employee annual vacation

Approvals for Annual Vacation and Sick Leave of 1 day

Grade	Initiated by	Approval Authority
Grade 1-5	Employee	1 st Approver: Direct Manager 2 nd Approver: Skip-level Manager (must be at least in grade 6)
Grade 6 and above	Employee	1 st Approver: Direct Manager

Approvals for Sick Leave of 2+ days and other paid leaves

Grade	Initiated by	Approval Authority
Grade 1-5	Employee	1 st Approver: Direct Manager 2 nd Approver: Skip-level Manager (must be at least in grade 6) 3 rd Approver: HR Employee Relations
Grade 6 and above	Employee	1 st Approver: Direct Manager 2 nd Approver: HR Employee Relations

2.2.1 Sick Leave application

Employees are required to submit the sick leave application in system accordingly as per the table indicated below:

Grade	KSA	EGY	UAE
All grades	Medical certificate to be attached in the application for a one day sick leave and above.	Medical certificate to be attached in the application for a one day sick leave and above.	Medical certificate is not required to be attached for a one day sick leave. If sick leave is more than one day, a medical certificate is required for attachment.

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2.3 Official holidays

- All Almosafer employees are entitled to fully paid leave during official holidays in the country of the workplace, as regulated by the government and based on law labor
- HR shall announce the official vacation dates to the organization every year

2.4 Hajj Leave

- To perform Hajj, an employee shall be entitled to leave as per the labor law of the country of the workplace as shown below. Eid Al-Adha holidays will be part of this leave and should be taken all together
- Hajj leave is granted only once during employee's entire service at Almosafer.

Country	Number of Days
<i>KSA</i>	10 calendar days of paid leave
<i>UAE</i>	30 calendar days of unpaid leave
<i>EGY</i>	10 calendar days of paid leave (after 1 year of service) 30 calendar days of paid leave (after 5 years of service)

- To be eligible for this holiday, the employee must have spent at least one year of full-time permanent employment at Almosafer
- Employees are required to apply for leave 60 days in advance and submit supporting documents such as travel itinerary and Hajj official permission along with country stamps in the passport after the resumption of work

2.5 Maternity Leave

- Full-time permanent female employees shall be entitled to paid maternity leave as per below:

Country	Number of Days
<i>KSA</i>	70 calendar days
<i>UAE</i>	70 calendar days
<i>EGY</i>	90 calendar days (provided employee has spent at least 10 months as a full-time employee)

- A female employee is entitled to maternity leave as per below:
 - In KSA/UAE: once per year if applicable
 - In EGY: only twice throughout all years of employment

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- The maternity period will be calculated based on calendar days. Weekends and official holidays falling during the leave period will be considered as continuous and accounted for as part of the maternity leave
- A female employee is entitled to combine any accrued annual vacation days with maternity upon the approval of the line manager

Approvals for Post- Maternity Leave Remote working:

Type	Eligibility	KSA, UAE and Jordan	Approval
<i>New Mothers</i>	Applicable to mothers after availing 10 weeks of Maternity Leave.	Directly after completing maternity period (10 weeks), eligible for a maximum of 3 days of WFH per week with no salary deduction up to a period of 3 months	1 st Approver: Direct Manager 2 nd Approver: SBU/CFU Head 3 rd Approver: HR Country Manager 4 th Approver: Head of HR

Eligibility :

- Applies only to KSA, UAE and Jordan
- Employees who are in non-operational role and who have spent minimum 6 months with the organization is eligible for this policy
- All WFH requests must be applied in Success Factors
- If the performance of the employee is not meeting expectations, the approval for WFH can be revoked by the Direct Manager
- If the employee used up paid leave or unpaid leave after eligible maternity leave period it will be deducted from the duration of this policy

2.6 Paternity Leave

- Employees are entitled to paid paternity leave as per below:

Country	Number of Days
<i>KSA</i>	3 Calendar days
<i>UAE</i>	5 Calendar days
<i>EGY</i>	3 Calendar day

- Official documents must be submitted to HR
- Employees are only entitled to paternity leave as per below:
 - In KSA/UAE: once per year if applicable
 - In EGY: only twice throughout all years of employment

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2.7 Bereavement Leave

- Employees are entitled to paid bereavement leave in any unfortunate event of the demise of family members as per below:

Country	Number of Days
KSA	5 calendar days for both 1st-degree relatives (parents, children, spouses or siblings) and 2nd-degree relatives (grandparents, grandchildren, uncles, aunts, nephews, nieces, and half-siblings) Muslim females whose husband passes away shall be entitled to a fully paid waiting period "iddat" leave not less than four months and ten days as of the date death, and she will have the right to extend such vacation without pay if she is pregnant during that period until she gives birth and may not use the remainder of the "iddat" leave granted to her after giving birth according to the Saudi labor law Non-Muslim females whose husband passes away shall be entitled to a fully paid leave for fifteen days according to the Saudi labor law
UAE	5 calendar days for both 1st-degree and 2nd-degree relatives
EGY	3 calendar days for 1st-degree relatives 1 calendar day for 2nd-degree relatives

- Official documents must be submitted to HR

2.8 Marriage Leave

- Employees are entitled to 5 calendar days of paid marriage leave
- Official documents must be submitted to HR
- This type of leave is provided only once during employment with the company

2.9 Education/Examination Leave

- Employees are entitled to paid leave to sit through examinations for pre-approved academic studies
- Official documents must be submitted to HR
- Education leave will be sponsored for up to 90 days, anything beyond that would be subject to section 3. Unpaid Leave policy

2.10 Medical escort leave

- Employees are entitled to 2 calendar days of paid leave to escort 1st-degree relatives (parents, children, spouses or siblings) who are hospitalized or in an intensive care unit Medical reports and official documents must be submitted to HR
- Employee are entitled for Medical escort leave once a year, any additional medical leaves should be taken from annual leave balance

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2.11 Emergency Leave

- To support employees' need for leave during personal emergencies, the following guidelines apply:

Country	Number of Days
KSA	3 calendar days maximum as urgent paid leave which is deducted from annual vacation balance
UAE	3 calendar days maximum as urgent paid leave which is deducted from annual vacation balance
EGY	2 working days maximum as urgent paid leave which is deducted from an emergency leave balance of 6 working days per year

2.12 Military Leave

- As per Egypt's laws, male employees are legally bound to paid leave for emergency military service
- Official documents approved by the Ministry of Defense must be submitted to HR

3. Unpaid Leave

- Unpaid leave can be granted to employees who have exhausted their entire paid leave balance or the balance provided is insufficient to cover his/her leave requirements

Approvals for Unpaid Leave

Grade	Initiated by	Approval Authority
Grade 1-5	Employee	1st Approver: Direct manager (up to 7 days) 2nd Approver: Skip-level manager must be at least in Grade 6 (up to 7 days) 3rd Approver: HR Country Manager (up to 30 days) 4th Approver: SBU/CFU Head (up to 30 days)
Grade 6 and above	Employee	1st Approver: Direct manager (up to 7 days) 2nd Approver: HR Country Manager (up to 30 days) 3rd Approver: SBU/CFU Head (up to 30 days)

4. External Meetings

- Employees must request written pre-approval for any full-day external meeting (outside the office)
- Approval must be requested at least 12 hours in advance
- Any cases of full-day absences that are not logged and pre-approved will be considered as unauthorized absence and are subject to disciplinary action. This is applicable for non-shift staff as per below:
 - In KSA for grade 1-7
 - in EGY for grade 1-5

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External Meetings	Initiated by	Approval Authority
External Meetings pre-approval	Employee	1 st Approver: Direct Manager 2 nd Approver: Skip-level Manager for staff in Grade 4 and below

On behalf leave request

- Employee who do not have access to SuccessFactors system, may give Direct Manager access to apply for leave on on their behalf based on approval below

On behalf leave	Initiated by	Approval Authority
On behalf leave request	Direct Manager	1 st Approver: Skip-level manager (must be at least in Grade 6) 2 nd Approver: HR Country Manager