



Study Leave

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Department: Human Capital

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Summary

- In its entire discretion, DP World may grant study leave.
- Any decision to grant study leave will be subject to meeting certain eligibility and will be determined on a case by case basis.
- In order to be considered for study leave, employees must meet the criteria set out in this policy.

1. Purpose

As part of their ongoing training and development, some employees take on additional study outside of work. DP World recognises the benefit of ongoing learning and seeks to assist employees by enabling them to take leave in order to help their study.

2. Policy

- 2.1. Where employees are preparing to sit examinations for an accredited course, DP World may grant leave in accordance with the schedule.
- 2.2. In order to be considered for study leave, employees must as a minimum:
 - a) be employed on an unlimited term contract;
 - b) have successfully completed any contractual probation period; and
 - d) have a good performance record.
- 2.3. Where employees meet the criteria set out above, DP World will consider any request for study leave. Requests will be considered on a case by case basis and leave should not be considered to be an automatic entitlement.
- 2.4. Unused study leave may not be carried forward from one calendar year to the next.
- 2.5. Study leave is in addition to other leave entitlements and will not therefore be deducted from other leaves. However, sickness, public holidays and weekly days off during the leave are treated as a part of the leave entitlement.

3. Application Process

- 3.1. Employees who wish to apply for study leave will be required to submit an application via HC System at least a week prior to the proposed commencement of the leave. The application should include:

- a) the reason for the leave;
- b) the requested dates of the leave;
- c) copies of the exam notification showing the date and location of the test; and
- d) any other information which DP World may require in order to evaluate the application.

3.2. Leave requests will be considered as soon as possible after the application is submitted. In some cases, it may be necessary for a meeting to be held to discuss the proposed leave.

4. Returning to Work

Failure to return to work at the end of an authorised period of study leave may lead to disciplinary action.

5. Related Standards, Policies and Processes

This policy should be read in conjunction with the:

- a) Disciplinary Policy; and
- b) Relevant SOP.

6. Revision History

Revision	Details
Date of changes	
Policy owner	
Summary of changes	

7. Contact Information

All queries in relation to this policy should be directed to HC Department.

Schedule

1. Employees may take study leave as follows:

Exam Location	Entitlement
UAE	2 calendar days as follows: <ul style="list-style-type: none">• 1 calendar day prior to exam; and• 1 calendar day for exam
Outside UAE	4 calendar days as follows: <ul style="list-style-type: none">• 2 calendar days prior to exam;• 1 calendar day for exam; and• 1 calendar day after the exam.

2. Employees must be UAE nationals in order to avail of leave as set out in this policy.
3. Employees may also reduce their working hours maximum by 2 hours before the start time of the class at academic institution subject to obtaining approval from their LM and the provision of class schedule as supporting document.