

Leave Policy

Version	Effective Date
V1.0	April 01, 2018

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ALIFCA DMCC is Registered & Licensed as a FREEZONE company under the Rules & Regulations of DMCCA

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ALIFCA DMCC
www.awok.com

1.0 Policy

Awok.com, registered as ALIFCA DMCC recognizes the importance of helping the employees balance their professional life and personal responsibilities. The purpose of this policy is to clearly define the responsibilities and the Organization's specific regulations for all kinds of leave. All leave explained in this section is in compliance with the UAE Labor Law.

2.0 Scope & Effective Date

2.1 This policy is applicable to all permanent employees of the company effective 1st April 2018. This policy supersedes all other previous leave policy.

2.2 This policy is meant to serve as guidelines for the employees. Nothing contained in them shall be construed to confer any legal right or entitlement.

3.0 Policy Statement

3.1 All employees, irrespective of their level or position within the organization, shall be entitled to equal number of leave within a year.

3.2 The year for the purpose of calculation of Leave shall be the date of joining.

3.3 An employee is credited the eligible days of Annual leave monthly on a pro-rata basis.

3.4 An employee can apply for authorized leave in a year at any point of time, such leave would be treated as Unpaid / Loss of pay. Any approved leave taken during the probation period is considered as unpaid leave.

3.5 In case of the new employee joining the organization during the course of the year, the amount of leave credited is the pro-rated days of Annual Leave to the reference to the joining date.

3.6 Days of leave are calculated in terms of all days, the weekend falling in between the leave days are counted as the period of leave.

4.0 Types of Leaves

4.1 The company shall provide for the following types of leave

Annual Leave
Sick Leave
Maternity Leave
Authorized Leave
Bereavement Leave

Annual Leave

4.2 An employee shall be eligible for **30 days of Annual Leave** completion of 1 year from the joining date. Employee could divide their entitled annual leave any number of times up to 30 calendar days for a year.

4.3 An advance intimation of at least **45 days** and prior approval for the same from the Supervisor/Manager using the leave application form, for all types of leave other than sick/emergency time is mandatory for all employees.

4.4 A new employee joining the organization during the course of the year shall be eligible to pro-rated days of leave based on his date of joining the organization. For every month an Employee works corresponding leave shall be accrued to his/her leave balance.

4.5 In case the employee falls sick. He/she shall be required to inform his/her reporting manager and the HR Spoc of their falling sick and their inability to report to work for the day/days either through email or phone. In such cases wherever advance intimation is not possible leave/s taken shall be updated using the leave application form as soon as they resume their work.

4.6 Non-compliance with clause 4.5 of this policy within the time specified above can lead to disciplinary action against the employee and considering those absent days as Loss of pay days.

4.7 All un-availed Annual leave post completion of eligibility can be carried over and utilized within 3 months to the next year, post that it would automatically get lapsed and cannot be en cashable as per Article (78). Any request for additional rollover will need to be considered by the relevant HOD/MD on an exceptional basis and based on operational business requirements, accompanied by an outline as to when the additional leave days being carried forward are to be taken.



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Annual leave is calculated as Basic Wage + Housing Wage X 12 / (Divided by 365 days) X No of days, for encashment & final settlement Basic Wage X 12 / (Divided by 365 days) X No of days.

4.8 The reporting manager shall have the authority to approve, postpone or deny leave in case of exigencies of work. However, both the manager and the employees are advised to reduce instances of non-sanction of leave

4.9 In case of Full and Final Settlement. Leave will be calculated as per the UAE Labor Law.

Sick Leave

4.10 Sick Leave allows Employees who are unable to carry out their work duties due to personal illness/ injury to take time off from work.

4.11 Employees are not entitled to any paid sick leave until 9 months in the organization from the date of joining the organization.

4.12 Once an Employee has satisfactorily completed 9 months, Employees will be granted sick leave Subject to valid verifiable medical circumstances by providing the medical report attested by Ministry Of Health or Dubai Health Authority.

- The first 15 days: with full pay.
- The next 30 days: with half pay.
- Any subsequent periods: without pay

4.13 Employees are required to inform their Line Manager & HR SPOC, by calling or emailing them as soon as possible.

Maternity Leave

4.11 All women employees, irrespective of their level or position within the organization, shall be entitled to equal maternity benefits.

4.12 As per Article (30) a female worker shall be entitled to maternity leave with full pay for a period of forty-five (45) days, including both pre and post-natal periods, provided that she has completed not less than one year of continuous service with her employer. A female worker who has not completed the aforesaid period of service shall be entitled to maternity leave with half pay.

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4.13 A female worker who has exhausted her maternity leave may be absent from work without pay for a maximum period of 100 consecutive or non-consecutive days if such absence is due to an illness preventing her from resuming her work. A medical certificate issued by a duly authorized medical institution or authenticated by the competent health authority confirming that the illness is a result of pregnancy or delivery shall document such illness. The leave provided for in the preceding two paragraphs shall not be deducted from other leave periods.

Authorized Leave

4.15 All Employees are entitled for Authorized unpaid leave.

4.16 If the Authorized leave is before or after week off it would be considered unpaid for all the days.

Bereavement Leave

4.17 In case of bereavement in family (mother, father, brother, sister, born/unborn children, mother-in-law and father-in-law) an employee is entitled to avail additional **1** working day of leave over and above the usual earned period of leave.

Public Holidays

4.18 All Employees are entitled to public holidays officially declared by the government of Dubai subject to confirmation by the HR Department. The Employee will receive full pay in respect of public holidays.

4.19 As most of the public holidays are based on the lunar months of the Hijri calendar. The precise dates will be officially communicated by the HR Department as and when appropriate.

The company reserves an unconditional right to amend, abrogate, modify, and/or rescind the entire policy or any part of it at any time.

Approved by

Mr. Ulugbek Yuldashev
CEO & MD

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Article Supporting Leave Policy

ARTICLE (75)

The employee must be granted an annual leave during each year of service which may not be less than:

1. Two days per month in respect of any employee with more than six months and less than one year of service.
2. **Thirty days per annum** in respect of any employee whose period of service exceeds one year.

ARTICLE (77)*

The annual leave period is deemed to **include such holidays** as prescribed by law or as agreed to, and any other periods of sickness, occurred during this leave and is considered as part thereof.

ARTICLE (78)*

The employee shall receive his basic pay in addition to housing allowance, if any for the annual leave days. However if the exigencies of work necessitate that the employee works during his annual leave in whole or in part, and the period of leave during which he has worked, has not been carried forward to the next year, the

employer ought to pay him his wage in addition to cash in lieu of leave for his working days based on his basic pay.

Article 74

Each worker shall be entitled to leave with full pay on the following occasions:

1. New Year's Day (Hijra): one day.
2. New Year's Day (Gregorian): one day.
3. Lesser Bairam: two days.
4. Greater Bairam and Eve: three days.
5. Birthday of Prophet Mohammed: one day.
6. Al Isra and Al Mi'raj: one day;
7. National Day: one day.

Article 75

A worker shall, for each year of service, be entitled to an annual leave of not less than:

1. Two days a month, where the worker's period of service is more than six months but less than one year.
2. 30 days a year, where the worker's period of service is more than one year. Where a worker's service is terminated, he shall be entitled to annual leave in respect of fractions of the last year.

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