



**A. Change Done To Policy Are mentioned Below:**

- i. **New Version and Date : 1.3 effective 1<sup>st</sup> Jan 2020**
- ii. **Updated Clause 4.2: Refer to clause with examples**  
Leave “starts” after the off-days or week off, the off-days or week off will not be counted as annual leave or authorized leave  
  
Leave “starts” before the off-days or week off, the off days or week off will be counted as annual leave or authorized leave
- iii. Sick Leave can be availed upon completion of 06 months of probation period
- iv. **Bereavement Leave:** 3 working days of leave over and above the usual earned period of leave. This is applicable for resources working on Awok and Partner Payroll.
- v. Managers working on public holiday subject to approval of reporting manager will be entitled for compensatory off, the same needs to be utilized within 03 months period.

**Please note: All un-availed Annual leave post completion of eligibility can be carried forward and utilized within 06 months to the next year, this period of leave is an extension given to employees so that they can plan and consume their due leaves, in case if the employment terms of employee ends voluntarily or involuntarily then the carry forward leaves will be lapsed and are not encashable as per Article (78). Any request for additional rollover will need to be considered by the relevant HOD/MD on exceptional basis on operational business requirements, accompanied by an outline as to when the additional leave days being carried forward are to be taken**

**Feel free to read policy below and reach us at [hr@awok.com](mailto:hr@awok.com) or HR Manager if you need any additional details.**

**Thank You.**

# Leave Policy

Version	Effective Date
1.3	1 <sup>st</sup> Jan 2020

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Awok.com, registered as ALFICA 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 explain 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. 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, year is defined as calendar year starting from Jan 1 ending on Dec 31.

**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** Incase 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, public holiday's 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

Employee need to raise all types of leave request in HRMS portal and ensure the approval of same from manager, employee planning annual leave, maternity leave need to raise leave request 45 days in advance and seek prior approval from the manager, authorized leave need to be raised in HRMS before the start of leave period, sick leave and bereavement leave to be raised within 2 days of resuming to work.

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

### **• Annual Leave**

**4.2** An employee shall be eligible for 30 calendar days of Annual Leave upon 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, thus annual leave can be applied in one go or in installments within the validity period

**Note:**

- a. Leave “starts” after the off-days or week off, the off-days or week off will not be counted as annual leave or authorized leave
  - i. Sunday as leave: For eg (week-off as Fri, Sat) Fri, Sat, Sun - Consider Annual Leave or Authorized Leave = 1 day ie Sunday
  - ii. Saturday as leave: For eg (week-off as Fri) Fri, Sat - Consider Annual Leave or Authorized Leave = 1 day ie Saturday
- b. Leave “starts” before the off-days or week off, the off days or week off will be counted as annual leave or authorized leave
  - i. Thursday and Sunday as leave: For eg (week-off as Fri, Sat) Thu, Fri, Sat, Sun - Consider Annual Leave or Authorized Leave = 4 days
  - ii. Thursday as leave: For eg (week-off as Fri, Sat) Thu, Fri, Sat, - Consider Annual Leave or Authorized Leave = 3 days
  - iii. Thursday and Saturday as leave: For (week-off as Fri) Thu, Fri, Sat - Consider Annual Leave or Authorized Leave = 3 days
  - iv. Thursday as leave: For (week-off as Fri) Thu, Fri - Consider Annual Leave or Authorized Leave = 2 days

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

**4.4** All un-availed Annual leave post completion of eligibility can be carried forward and utilized within 06 months to the next year, this period of leave is an extension given to employees so that they can plan and consume their due leaves, in case if the employment terms of employee ends voluntarily or involuntarily then the carry forward leaves will be lapsed and are not encashable as per Article (78). Any request for additional rollover will need to be considered by the relevant HOD/MD on exceptional basis on operational business requirements, accompanied by an outline as to when the additional leave days being carried forward are to be taken.

Refer to Annexure 1 in file below

Annual leave is calculated as  $\text{Basic Wage} + \text{Housing} \times 12 / (\text{Divided by } 365 \text{ days}) \times \text{No of days, for encashment \& final settlement}$   $\text{Basic Wage} \times 12 / (\text{Divided by } 365 \text{ days}) \times \text{No of days}$ .

**4.5** 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

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

- **Sick Leave**

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

**4.8** Employees are not entitled to any paid sick leave until 6 months in the organization from the date of joining the organization.

**4.9** Once an Employee has satisfactorily completed 6 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

**4.10** 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 within 2 days time once they resume their work.

- **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. A female worker who has not completed the aforesaid period of service shall be entitled to maternity leave with half pay.

**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 nonconsecutive days if such absence is due to an illness preventing her from resume 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 deliver shall document such illness. The leave provided for in the preceding two paragraphs shall not be deducted from other leave periods.

- **Authorized Leave**

**4.14** All Employees are entitled for Authorized unpaid leave

**4.15** If the Authorized leave is before the week off it would be considered unpaid for all the days including week off or public holiday

- **Bereavement Leave**

**4.16** Incase 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 3 working days of leave over and above the usual earned period of leave. This is applicable for resources working on Awok and Partner Payroll.

- **Public Holidays**

**4.20** 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.

**4.21** As most of the public holidays are based on the lunar months of the Hijri calendar. The precise dates will be officially communicate by the HR department as and when appropriate.

**4.22** Managers working on public holiday subject to approval of reporting manager will be entitled for compensatory off, the same needs to be utilized within 03 months period.

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

**Annexure 1****Outlook of Annual Leave**

<b>Sr No</b>	<b>Joining Month</b>	<b>Year Completion</b>	<b>Leaves to lapse in Jun 2021</b>
<b>1</b>	<b>Jan-20</b>	<b>Dec-21</b>	<b>30</b>
<b>2</b>	<b>Feb-20</b>	<b>Jan-21</b>	<b>27.5</b>
<b>3</b>	<b>Mar-20</b>	<b>Feb-21</b>	<b>25</b>
<b>4</b>	<b>Apr-20</b>	<b>Mar-21</b>	<b>22.5</b>
<b>5</b>	<b>May-20</b>	<b>Apr-21</b>	<b>20</b>
<b>6</b>	<b>Jun-20</b>	<b>May-21</b>	<b>17.5</b>
<b>7</b>	<b>Jul-20</b>	<b>Jun-21</b>	<b>12</b>
<b>8</b>	<b>Aug-20</b>	<b>Jul-21</b>	<b>10</b>
<b>9</b>	<b>Sep-20</b>	<b>Aug-21</b>	<b>8</b>
<b>10</b>	<b>Oct-20</b>	<b>Sep-21</b>	<b>6</b>
<b>11</b>	<b>Nov-20</b>	<b>Oct-21</b>	<b>4</b>
<b>12</b>	<b>Dec-20</b>	<b>Nov-21</b>	<b>2</b>

## 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.