

## Study Leave and Support Policy

<b>Policy aims</b>	<p>As our core purpose, we believe in enriching lives and are committed to developing Bizzers through ongoing learning and development. We also believe in empowering Bizzers to own their own growth.</p> <p>This policy evidences that commitment by setting out the mechanisms by which Bizzers can obtain support for their own development either through time off to study/train or gain financial support towards their studying.</p> <p>The policy also sets out the provision for study leave covered by UAE Labor Law.</p>
<b>Study Leave</b>	<p>Biz will provide up to 5 days paid leave per year for the purpose of studying or training. To qualify, it must be relevant to the individual's work or their ongoing development at Biz.</p> <p>In accordance with the Federal Decree-Law No.47 of 2021, any Bizzer enrolled in an UAE-accredited educational institution or university inside or outside the country you will entitled to 10 days off a year for exams.</p>
<b>Financial Support</b>	<p>Biz will support Bizzers with owning their personal development by providing financial support towards it. The amount of financial support will vary depending on the course of study and consideration of the fair allocation of the study support budget.</p> <p>Biz will provide financial support where the study or training is related to the Bizzer's work, the advancement of their work or their development at Biz. Where support is provided, Bizzers will be expected to fully commit and complete the course of studies as well as sign a study support agreement.</p>
<b>Application process</b>	<p>Bizzers must speak with their line manager to discuss their desired support for their development. In discussing their request they must provide details of:</p> <ol style="list-style-type: none"> <li>1. What support they are requesting from Biz (paid leave (stating how many days) or financial support or both)</li> <li>2. How their chosen study is relevant to their work or ongoing development and how this will benefit them</li> <li>3. Details of their chosen study (e.g. course name, duration, method of study e.g. in person, online, blended and cost where appropriate)</li> <li>4. Any potential short-term operational concerns envisaged by undertaking the course of study and suggestions on how this could be mitigated.</li> </ol> <p>Your line manager will discuss any concerns and will confirm in principle if they support your request.</p> <p>Following the discussion with your line manager, if they support it please email the HR team (cc'ing your line manager) providing all the information in points 1-4 above. HR will confirm final sign off.</p>

<b>Approved requests</b>	<p><b>Study Leave</b></p> <p>For approved study leave, the allowance will be added to Bayzat and you will be required to book the time off using this platform.</p> <p><b>Financial Support</b></p> <p>The financial support will be either paid directly to the training provider upon receipt of the invoice or via reimbursement of expenses to the Bizzier. For the latter, a copy of the original invoice and evidence of payment must be provided to Biz through the usual expenses procedure.</p>