



Sell Thru FZC Leave Policies

1. Purpose

This document aims to provide employees with guidelines on the different types of leave available under country labor law and Sell Thru Policy.

2. Policies

2.1 Annual leave

The company calculates annual leave from 1st January of the current year until 31st December of the current year. When joining the Company, the employee is entitled to 25 days of paid annual leave. Employees are encouraged to make full use of their annual leave as no payments will be made instead of unutilized annual leave.

In addition to the annual holiday entitlement, you are entitled to full pay leave on a public holiday declared by the UAE government applicable to the Private Sector between Monday and Friday. employees must use their leaves in the year of entitlement. The employer may, in agreement with the employee, set the dates of leave according to the work requirements. The employer must notify the employee of the date of the leave at least six weeks in advance.

Leaves must be taken at times to be agreed with your line manager and, unless you are informed otherwise, you are entitled to carry forward up to 5 days of unused annual leave to the subsequent annual leave year.

Governing and company principles

- Employees are not eligible to take Annual Leave until they have successfully completed their probationary period.
- After completion of the probationary period, employees may take Annual Leave with the approval of their line manager.
- Requests can be rejected if a valid business reason exists and will be advised by the line manager.
- No more than 15 continuous days of Annual Leave can be taken at once.

2.2 Sick leave

All employees (apart from those within their probationary period) have access to sick/medical leave. All employees shall receive 15 days of sick leave fully paid.



Governing and company principles

- Employees who have not completed their probationary period are not entitled to paid Sick Leave as per labour law.
- Days during annual leave where a colleague becomes ill will not be applied against the leave period and will be credited to the colleague's annual sick leave entitlement, provided valid documentation issued by a licensed medical entity is available to support the claim.

2.3 Maternity Leave

The female employee shall be entitled to a maternity leave of 60 days, as per the following:

- The first 45 days with full wage.
- The following 15 with half wage.

2.4 Paternity Leave

Male Employees are entitled to 5 days of pay leave from the day baby is born as per the UAE Labour law.

2.5 Compassionate Leave

Employees will be entitled to 3 days' paid leave for the death of a family member.

2.6 Pilgrimage/Hajj leave

All Muslim employees may be granted leave to perform the Hajj Pilgrimage. Hajj leave should not exceed 30 days of unpaid leave and will not be deducted from other leave entitlements.

2.7 Marriage leave

A total of 5 days of full pay can be used once throughout the colleague's period of service.

2.8 Remote work

All Employees are entitled to take 5 days per month with a maximum of 30 days per annum to work remotely. Employees may benefit from this policy by giving a notice of not less than 72 hours and with the approval of their line manager.

Summary Sheet

Leave Type	Description
Annual Leave	25 Days of paid leave Not more than 15 days of consecutive leave days 5 Days on unutilized days are to be added to the year after and is non-payable.
Sick Leave	15 Days of paid leave
Maternity Leave	60 Consecutive days The first 45 Days with full wage. The following 15 Days with half wage.
Paternal Leave	5 Days of paid leave
Wedding Leave	5 Days of paid leave
Hajj Leave	30 Days of unpaid leave.
Compasionate Leave	3 Days of paid leave.
Remote Work	5 Days per month Total of 30 Days per annum