

# Tunisia Leave Policy

**Policy Owner:**

Dhouha Ben Achour

Jihen Ben Mansour

**Contact:**

[Dhouha.benachour@fisglobal.com](mailto:Dhouha.benachour@fisglobal.com)

[jihen.benmansour@fisglobal.com](mailto:jihen.benmansour@fisglobal.com)

**Domain:**

The People Office

**Scope:**

Tunisia Employees

**Published date:**

July 01, 2023

**Effective date:**

July 01, 2023

**Mandatory Review Date:**

July 01, 2024

<b>1. Annual Leave .....</b>	<b>4</b>
Purpose .....	4
Entitlement .....	4
Carry forward.....	4
Compensation in lieu of Annual Leave.....	4
<b>2. Sick Leave .....</b>	<b>4</b>
Purpose .....	4
2.1 Employee Sick Leave.....	4
Entitlement .....	4
2.2 Dependent's Sick Leave:.....	5
Entitlement .....	5
Carry forward.....	5
<b>3. Marriage Leave.....</b>	<b>5</b>
Entitlement .....	5
<b>4. Maternity Leave &amp; Pay.....</b>	<b>6</b>
Purpose .....	6
Entitlement .....	6
Maternity Pay .....	6
<b>5. Paternity Leave &amp; Pay .....</b>	<b>6</b>
Purpose .....	6
Entitlement .....	6
Paternity Pay .....	6
<b>6. Child circumcision Leave .....</b>	<b>6</b>
Entitlement .....	6
<b>7. Bereavement Leave .....</b>	<b>7</b>

Entitlement .....	7
<b>8. Family and Domestic Violence Leave.....</b>	<b>7</b>
Entitlement .....	7
Notice and Evidence Requirements.....	7
Confidentiality .....	7
<b>9. Time-off in Lieu .....</b>	<b>8</b>
Purpose .....	8
Entitlement .....	8

## 1. ANNUAL LEAVE

### Purpose

The purpose of this policy is to outline the types of leave available and the conditions of their use. The policy applies to all Tunisia based Employees employed by FIS and its subsidiaries.

All time off entitlements referred to in this policy are based on full time working hours.

All absence reporting must be actioned through Workday.

### Entitlement

You are entitled to paid Annual Leave of twenty-one (21) Workdays per year based on 1.75 days per month.

An extra day is granted after every 3 years of service at FIS (1 extra day of paid holiday after 3 completed years, 2 extra days after 6 completed years of service etc...) with a maximum of 25 days paid vacation.

Annual Leave is exclusive of Public Holidays.

### Carry forward

An Employee is allowed to carry forward their entitled Annual Leave Workdays of accrued but untaken Annual Leave into the next Annual Leave Year for a maximum period of twelve (12) months after which any unused Annual Leave shall expire.

### Compensation in lieu of Annual Leave

An Employee cannot receive payment in lieu of Annual Leave.

Only where an Employee's employment is terminated, FIS will pay the Employee an amount in lieu of Annual Leave accrued but not taken up to and including the termination.

## 2. SICK LEAVE

### Purpose

FIS has developed this policy to ensure both frequent intermittent absence and long-term sickness absence are managed fairly and consistently across the business with the objective of increasing attendance levels and maintaining a healthy workforce who take responsibility for their wellbeing.

### 2.1 Employee Sick Leave

#### Entitlement

An Employee is entitled to 5 days paid Sick Leave.

The Sick Leave should not exceed five (5) consecutive or intermittent Workdays in aggregate in any twelve (12) month period of service.

An Employee who needs to take Sick Leave shall personally, or have someone on their behalf:

- (a) notify FIS of their absence within a 48-hour deadline from the first day of their absence,
- (b) provide a sick leave certificate from a medical practitioner registered with a Competent Authority covering the entire period of absence (should be hand out in person or sent by email).

An Employee who needs to take Sick Leave shall also submit their sick leave request in Workday.

FIS will pay Sick Leave to an Employee at one hundred percent (100%) of the Employee's Daily Wage for the entire period of Sick Leave (max 5 days) taken in a twelve (12) month period.

Any period exceeding the five (5) Sick Leave days, consecutive or intermittent will be without pay.

The Employee shall not be entitled to receive any Wage for any additional Sick Leave taken in the same 12 (twelve) month period.

## 2.2 Dependent's Sick Leave:

### Entitlement

Each Employee can benefit from 5 days paid leave to take care of their spouse, children, or parents.

An Employee is entitled to Dependent's Sick Leave not exceeding five (5) consecutive or intermittent Workdays in aggregate in any twelve (12) month period of service.

An Employee who needs to take Dependent's Sick Leave shall personally, or have someone on their behalf:

- (a) notify FIS of their absence within a 48-hour deadline from the first day of their absence,
- (b) provide a sick leave certificate from a medical practitioner registered with a Competent Authority covering the entire period of absence (should be hand out in person or sent by email).

An Employee who needs to take Dependent's Sick Leave shall also submit their Dependent's Sick Leave request in Workday.

FIS will pay the Dependent's Sick Leave to an Employee at one hundred percent (100%) of the Employee's Daily Wage for the entire period Dependent's Sick Leave taken in a twelve (12) month period.

Any period exceeding the five (5) Dependent's Sick Leave days, consecutive or intermittent will be without pay.

The Employee shall not be entitled to receive any Wage for any additional Dependent's Sick Leave taken in the same 12 (twelve) month period.

### Carry forward

For the avoidance of doubt, the Employee is not entitled to carry forward any type of sick leave to the following holiday year.

## 3. MARRIAGE LEAVE

### Entitlement

An Employee is entitled to (05) days for marriage (applicable for their own marriage).

The Employee shall submit their leave request in Workday.

FIS will pay the Marriage Leave to an Employee at one hundred percent (100%) of the Employee's Daily Wage for the entire period of Marriage Leave (max 5 days) taken in a twelve (12) month period.

## 4. MATERNITY LEAVE & PAY

### Purpose

The purpose is to inform Employees who are pregnant or have recently given birth of their rights and entitlements.

### Entitlement

According to the labor law, Employees are entitled to a Maternity Leave of 30 days expandable.

Usually, doctors grant 60 days leave.

Your right to Maternity Leave will apply regardless of your length of service with FIS.

### Maternity Pay

The Employees' managers shall submit Maternity Leave request in Workday for their team members.

An Employee is not entitled to receive compensation in lieu of accrued untaken Maternity Leave.

During the Maternity Leave, FIS grants its Employees the privilege of maintaining their monthly income. You can also request an advance on salary for your leave period.

For more details, please refer to the [Maternity Leave Guide](#).

## 5. PATERNITY LEAVE & PAY

### Purpose

This is intended as a guide and is only a summary of the detailed statutory rules.

### Entitlement

The rights to Paternity Leave allow eligible Employees to take paid leave to care for their baby or support the mother up to five (5) Workdays.

### Paternity Pay

Paternity Leave must be taken within a month from the date of the child being born.

An Employee who needs to take Paternity Leave shall also submit his Paternity Leave request in Workday.

An Employee is not entitled to receive compensation in lieu of accrued untaken Paternity Leave.

## 6. CHILD CIRCUMCISION LEAVE

### Entitlement

An Employee is entitled to (2) days Child Circumcision Leave (applicable for their own children).

The Employee shall submit his leave request in Workday.

FIS will pay the Child Circumcision Leave to an Employee at one hundred percent (100%) of the Employee's Daily Wage for the entire period of (2) days child circumcision.

## 7. BEREAVEMENT LEAVE

### Entitlement

An Employee is entitled to a mourning leave of:

- a. (05) five days, in the event of the death of the husband, wife, parents, children, brother or sister death starting from the date of death.
- b. (03) three days in the event of the death of grandparents or grandchildren, starting from the date of death.

An Employee who needs to take Bereavement Leave shall submit their leave request in Workday.

## 8. FAMILY AND DOMESTIC VIOLENCE LEAVE

### Entitlement

All colleagues are entitled to 10 days of paid Family and Domestic Violence Leave each year.

Colleagues are entitled to the full 10 days from the day they start work and renews each 12 months, but it does not accumulate from year to year if it isn't used.

Colleagues can take the leave if they need to do something to deal with the impact of family and domestic violence and it's impractical to do so outside their ordinary hours of work.

For example, this could include:

- making arrangements for their safety, or safety of a family member (including relocation),
- attending court hearings, or
- accessing police services.

This leave should be submitted in Workday **as Time-off in Lieu**. Please reach to your local People Partner for further information.

### Notice and Evidence Requirements

FIS may, at its discretion, ask you for reasonable evidence that shows you took the leave to deal with family and domestic violence and for as little as one (1) day or less off work. This may include documents issued by the police service or a court, family violence support service documents or a statutory declaration.

### Confidentiality

FIS is committed to taking all reasonably practicable steps to keep any information about a colleague's situation confidential. This includes information about the colleague giving notice that they're taking the leave and any evidence they provide.

However, there may be occasions where FIS is required to disclose relevant information, such as:

- it's required by law, or
- is necessary to protect the life, health or safety of the colleague or another person.

On such occasions, we will handle such disclosures sensitively and respectfully.

## 9. TIME-OFF IN LIEU

### Purpose

If an Employee agrees to work on a Public Holiday and/or a weekly rest day, he/she is entitled to take days of leave in lieu of worked days.

### Entitlement

To benefit from a time-off in lieu, you will need to raise a ticket to the Global Support Center along with copy of your manager's approval email. Time off in lieu will be added to your TOIL balance in Workday and must be used within 3 months from the worked holiday(s).