



## **LEAVES POLICY**

**Description:** It means the weekend, annual, public and other leaves which are approved in the Labour Law.

### **Type of Leaves: •**

- 1- Annual Leave
- 2- Sick Leave
- 3- Maternity Leave
- 4- Pilgrimage (Haj) Leave
- Leave due to accident- Please go to Inspection department

### **Type of holidays:**

- 1- Public holiday
- 2- Weekly Holiday/ Weekly Off

### **Note:**

- 1- There is no Emergency leave
- 2- There is no Paternity leave
- 3- There is no Garden leave

**-During Any leave, no termination or resignation is Valid. This type of notice of termination or**



## **Resignation needs to be given only when the employee has re-joined the company**

### **Annual Leave**

- The worker shall be entitled during every year of service an annual leave of no less than the following periods:
  - Two days for each month if the period of service exceeds six months and is less than one year.
  - Thirty days for each year if the period of service of the worker exceed one year.
  - If the service of the worker be terminated, the worker shall be entitled to an annual leave for the fractions of the last year.
  - If Al Yalaisy govt. transactions center wants to stop the employee from taking the annual leave, it can do so for a maximum of 2 years.  
**(For further information, please check with HR department)**
  - The maximum number of annual leave balance an employee may have is 60 days.
- The employee can en-cash the annual leave (only if there is a mutual agreement between both parties) on the basis of BASIC SALARY.
  - The annual leave is on Calendar days. That's why if there is a public holiday or weekend falling in between the annual leaves, it will be considered as a part of the employee's annual leave.
- The annual leave is paid on the basis of basic salary and housing allowances only if the employee is going on Annual leave.( If the



employee is staying in the company accommodation, they are only eligible for Basic salary)

**Determine the date of commencement of annual leave, or fragmentation**

-Al Yalaisy govt. transactions center may determine the date of the commencement of the annual leave, and may divide it if necessary to two or more periods.

**Calculation of annual leave days**

**Working during annual leave**

-The worker shall receive a basic wage and a housing allowance, if any, for the days of the annual leave. If the work circumstances require that the worker work during his total annual leave or a part thereof, and if the leave which the worker worked is not carried forward to the next year, the employer must pay the worker the wage thereof, in addition to a leave allowance for the days of work, equal to his basic wage.

-In all cases, the worker may not be required to work during the annual leave for more than once within two consecutive years

**the payment of employee's wage and annual leave wage before the annual leave.**

The employer shall pay to the employee , prior to the annual leave thereof , the entire wage due there to in addition to the leave pay determined by virtue of the provisions hereof .