

The Company recognizes that employees are in need to attend to personal matters outside of working hours, therefore the Personal Leave of Absence, when possible enables employees to fulfill work needs in order to be able to take personal time off from work "Paid Leave of Absence". However, personal circumstances may require an absence from work that extends beyond paid leave; therefore an unpaid leave of absence is available for eligible employees.

Eligibility

All employees employed by Arete Consulting in Egypt.

Annual Leave includes Planned Vacations and Emergency Leaves.

All employees are eligible for annual leaves (Vacation) = 21 days per year, in case an employee has more than 10 years seniority (calculated based on his seniority in social insurance office); he/she is eligible to get 30 days leave/vacation provided that he/she submit a copy of Social Insurance Printout with the number of working years.

Entitled vacation days for newly hired employees is prorated based on the number of working months in a year, New Hires are entitled to start using their vacation balance after completing 6 months in the company. (i.e. New hire on 01 June.2021, then he/she is entitled for 12.25 vacation days)

Vacation Days Planning

At the beginning of each year, HR will send the employees an email as a reminder to start planning their vacations days throughout the year "i.e. employee to add the planned/ potential vacation days he/she would like to take during the year in order to consume the full vacation balance he/she has at the beginning of the year."

Working during Weekends/ Public Holidays

Since the business requirements may dictate for an employee to work during weekends or public holidays "for example during a Project Go Live, Hypercare period,..etc", the project manager and Direct manager of the employee will request from him/her to work during a weekend and/or public holiday, and in return the employee can take a substitute vacation for the worked days/hours. The Substitute vacation should be aligned with the employee's direct manager and project manager to ensure there is no business disruption and a replacement resource can support during this time.

Substitute Vacation should be tracked separately from the annual leaves balance and needs to be consumed within the same year, employees should consume their substitute vacations before their annual leaves.

Approved hours/days worked should be shared by Project manager / direct manager with HR team for tracking per employee.

Substitute vacation can be consumed via "early leave from work, late arrival to work and/or taking a full day off".

The Substitute vacation is applicable while an employee is in Egypt and working during weekends and/or public holidays, however when an employee is on a business trip "for example in UAE or Saudi Arabia or another country" he/she will abide by the public holidays and weekend days at the destination country- No substitute vacations will be granted based on Egypt Calendar.

Employees needs to consume all their vacation balance within the same calendar year.
No Vacation Encashment/ compensation is allowed.

In case an employee doesn't consume the vacation days he/she planned, then the days will be forfeited by the end of the year.

The 2 cases when annual leave days are maintained are as follows; and they are handled on case by case basis depending on the need for the resource and if he/she can take substitute vacation days within the same year.

1. An employee request a leave but due to business needs, his/her direct manager or project manager rejects / doesn't approve on the leave.
2. An employee is on a long term business trip "for a project delivery" and is not able to consume his/her vacation as planned.

Only 6 Vacation Days are allowed to be transferred to next year given that the following conditions are met:

1. Employee has requested to take his/her annual leave as planned but due to business need, his/her direct manager or project manager couldn't approve.
2. No replacement resource was available to substitute for the employee.
3. Approved email is sent to HR by Direct manager and Project manager on the vacation carry forward/ transfer to next year.

Emergency Leave

In Emergency cases, absence of employees is allowed for a period not exceeding 6 days.

Emergency Vacations to be deducted from the employee's annual leave, noting that their direct manager/project Manager and/or Admin assistant is informed in the first day of their absence.

Only 2 consecutive days (out of the total 6 days/year) could be taken at a time.

Marriage Leave

The Company gives 5 working days as paid Leave of absence for employees who are getting married.

Employee should request for approval from his/her direct manager and project managers before leave by at least 1 month.

Hajj Leave

15 Paid days for one time during the entire employment period after spending four years in the company

If the employee goes on Omra they will not be entitled to any additional vacation and it will be deducted from his/her annual vacation

Employee Should request for approval from his/her direct manager and project managers before the Hiji leave by at least 2 months.

Supporting document is required "i.e. Hajj Approved Visa" and employee should notify his/her direct manager

New Baby/Paternity Leave

2 paid days are given for fathers of new born babies.

Supporting document is required "baby birth certificate"

Military Leave Policy

This is a paid leave that is given to employees who receive a military requisition which varies between weeks or 1 month of service maximum.

Supporting document is required "Military requisition letter or an equivalent"

Death in the family

In the event of a death in the immediate family member of an employee, a grief leave of absence with pay will be given up to maximum of three days.

Immediate family is defined as the employee's husband, wife, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild.

Grief leave of 1 day only is granted, if necessary, to an employee on the death of other family members. Other family members are defined as the employee's grandparent, grandchild, uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, and daughter-in-law. If the employee needs to travel outside Cairo to attend the funeral and condolences, a 3 day grief leave of absence will be granted.

Sick Leave

The Company provides paid sick leave to employees who are absent from work because of personal illness or injury. Sick leave is granted with pay and without a loss of credit for the employee's length of service with the company.

Sick leaves are processed as follows:

Up to 3 days sick leave, it should be approved by the direct manager.

In the case of more than 3 days sick leave, it should be documented and supporting documents provided "i.e. Doctor's Prescription from Medical Insurance Network " shared with direct manager and Admin. assistant. If not provided, then sickness absence will be deducted from his/her vacation days or salary (if exceeds vacation entitlement) according to the number of absent days.

All sickness absence exceeding one month should have the supporting documents of the case "Doctor's prescription & approval from HR and Management team"

Work related injuries and/or chronic diseases should be paid full sickness absence period till he/she is cured, his/her health status allows him/her to return back to work.

Medical cases that continuously exceed the first 30 days of absence will follow the following rules after discussion with HR and Top Management "Entitled every 3 years of employment"

First 30 days will be fully paid by the company

As of the 2nd month (and until the 9th month) of Sick leave if needed / approved, employee receives 75% of his/her monthly salary

As of the 10th month and until closing the year; the sick leave will be unpaid

If needed, the employee's case will be transferred to the national insurance committee to decide about their case.

Notes:

- entitlement of the above Medical Case is every 3 years of employment.
- Sick Leaves must be approved by HR Manager.
- If the sick leave is not approved directly, then HR will revert to Medical insurance company, with the objective of helping the employee/confirming the case
- Any deductions from employee will happen on his/her actual salary and NOT on the government insured salary

Pregnancy/Maternity Leave Policy

The Company provides paid pregnancy leave for a period of 3 months for a maximum of 2 times during the entire employment period (Social Insurance period). While an employee is on Maternity

paid leave of absence, she is entitled to all benefits. The company will try to return the employee to the same or equal job she had before taking pregnancy leave, yet it's not guaranteed to return to the exact assignment.

Employee's seniority shall be counted as well throughout this paid leave of absence.

The employee may use any vacation days to extend her pregnancy leave beyond the paid leave period.

Unpaid Leave of Absence may be applicable for employees in case the company total population is more than 50 employees as per Labor Law, they are entitled to unpaid leave of absence up to 2 years for her child care. This entitlement is for maximum 2 times during the entire employment period.

Employee should send an Unpaid Leave request via email to her direct manager and submit it to HR.

When a working mother is back to work, she is entitled to take an hour/day for breastfeeding till the child is 2 years old, for a maximum of 2 times during the entire employment period (Social Insurance period).