

Brief	It is the policy of the company to grant employees leave in accordance to employee contract / entitlement in compliance with Jordan Labour Law. Such leaves are intended to give the Employee an opportunity for mental and physical relaxation.
Purpose	To provide guidelines for the employees on their leave according to Jordan Labor Law and Company Policy.
Persons Affected	All Full-time employees.
Guidelines	<p>Annual Leave Entitlement:</p> <p>Annual Leave entitlement will be as per the standard rules of Jordan Labour Law, unless predefined in the employment contract (Article 61).</p> <p>Employees are entitled to (14) days of annual paid leave per year of service. This increases to 21 days per year after five (5) consecutive years of service with the same employer.</p> <p>Any employee's leave balance should not be more than sixty (60) days, and if the leave balance exceeds 60 days, then it will be forfeited every two (2) years.</p> <p>The employer shall have the right to determine the date of the annual leave and divide such leave after the first 14 days thereof, with the consent of the worker. Annual Leave entitlement for the past year service will be calculated on a pro rata basis.</p> <p>If an employee leaves the company before availing his accrued leave days, then employee shall have the right to receive his pay for the accrued days.</p> <p>For employees in Grade 5 and above, the maximum allowed vacation period at any given time is forty (40) days; this may include the annual leave and unpaid leave.</p> <p>Company may permit splitting annual leave into more than one period subject to operational needs and manager approval.</p> <p>The annual leave request must be submitted to HR 45 days prior to the leave start date.</p>

Emergency / Un-scheduled Leave:

All emergency/un-scheduled leave requests must be provided with a valid reason (proof) upon return and should be approved by the Direct Manager **(Article, 128)**.

Sick Leave:

Employees are entitled to **14 days of paid sick leave per year** based on a medical report from a physician approved by the company. This may be extended for an additional 14 days of paid sick leave if the employee is hospitalized or supported by a certified medical report **(Article 65)**.

Sickness shall be proved by a medical certificate. Leave application forms submitted without a medical certificate will be considered unpaid leave.

Hajj Leave:

Entitled for fifteen (14) days to preform Al-Haj once throughout the period of employee's service. Eligibility for this leave is contingent upon the condition that the employee must have spent at least one (5) consecutive year of service with the Company. **(Article 66)**

This leave can be granted once during the employee's period of service.

Marriage Leave:

Employees are entitled to three (3) days of fully paid leave on the occasion of their own marriage. This leave is granted once during the employee's employment **(Article 66)**.

Maternity Leave:

A working woman is entitled to (90) days maternity leaves with full pay which includes the period before and after the delivery. At least six (6) weeks of leave must be taken after delivery **(Article 70)**.

Unpaid Vacation:

The employee is eligible for unpaid leave only when he/she utilized his/her Annual balance and may obtain, subject to Company approval, leave without pay for the duration to be agreed upon between the two parties. The employment contract shall be deemed suspended.

Study Leave:

Employees who are formally enrolled in a recognized university, institute, or college may be granted up to four (4) months of unpaid leave to continue their studies **(Article 63, 66)**.

Paternity Leave:

Total of three (3) days, provided that the child is born alive **(Article 66)**.

Public Holidays Leave:

Each employee is entitled for official holidays determined by Prime Minister's Office and Council of Ministers. These days are in addition to annual leave and are not deducted from annual leave **(Article 61)**.

Compassionate Leave: (Article 61)

Employee shall be entitled to full pay leaves in the following cases:

- (3) days in case of death of a parent or sibling.
- (1) days in case of the death of others.

Company reserves the right to request corroborative documents in support of the above cases.

Accumulation of Leave: (Article 58,61)

Employees may postpone annual leave to the following year by agreement with the employer. If not used by the end of that year, entitlement may lapse unless otherwise agreed.

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	<p>Splitting of Vacation:</p> <p>Employees are allowed to split their vacation entitlement during a calendar year with approval of their line manager, as per the LOA. The time gap between two (2) split vacations should be fifteen (15) days or more.</p> <p>General:</p> <p>Employees are not allowed to schedule their vacations to coincide with any business trips. Employees on business trip will be required to return to their base country prior to the commencement of their vacation.</p> <p>The Direct Manager is responsible to formally investigate an employee who was absent from work without approval (i.e. unauthorized days off, late return from vacation/ sick leave/Hajj etc.) and follow the disciplinary Policy and Procedure if required.</p> <p>It is the responsibility of the Direct Manager to inform payroll in writing if an employee is absent for three (3) days or more, to hold the employee's salary until further notice. On return of the employee the Direct Manager will formally investigate and follow the disciplinary Policy and Procedure if required.</p> <p>It is the employee's responsibility to inform his direct Manager about his potential/actual absence from work within a reasonable time, not less than two (2) hours from his/her scheduled reporting time. Failure to adhere to this Policy may lead to disciplinary action.</p> <p>If an employee returns to work after an unauthorized absence and there is a valid reason, the employee must provide his direct Manager with original supporting documents and evidence, as per the company Policy. Failure to adhere to this Policy may lead to disciplinary action.</p>
General	Any exception to this policy must be approved by the Managing Director.