

Brief	It is the policy of the company to grant employees leave in accordance to employee contract / entitlement in compliance with Oman Labour Law. Such leaves are intended to give the Employee an opportunity for mental and physical relaxation.
Purpose	To provide employees' rights in accordance with company policy and Oman Labor Law.
Persons Affected	All employees
Guidelines	Annual Leave Entitlement: Annual Leave entitlement will be as per the standard rules of Oman Labour Law, unless predefined in the employment contract. All employees are expected to have worked for at least (6) months to be eligible for an annual paid leave (Article 78). Employee who is working (full time) under Oman Labor Law is entitled for (30) days annual paid leave, upon completion of his/her anniversary. Any employee's leave balance should not exceed (30) days, the annual leaves of the worker can be carried forward as agreed upon the two parties. (Article 78). The employer shall set the dates of the annual leaves in accordance with the requirements and circumstances of the work. The annual leave request must be submitted to HR 45 days prior to the leave start date. Annual Leave entitlement for the past year service will be calculated on a pro rata basis. If an employee leaves the company before availing his accrued leave days, then employee shall have the right to receive his/her pay for the accrued days. 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. Air ticket Encashment Eligibility & procedures: The company is not liable to pay Air ticket to the employees as per Oman labor law, annual air ticket procedure is related to the employment contract. The air ticket encashment will be paid on the basis of Average Fair All employees are expected to have worked for at least 12 months to be eligible for ticket encashment. Employees' dependents details will be checked from MOL platforms and the company will pay accordingly.

All permanent full-time non-Omani employees are eligible for air ticket encashment for themselves and their dependents (where the employee has a family status) as per their contracts (where the employee has a family status):

Grade 1-2	= annually
Grade 3	= annually
Grade 4	= annually
Grade 5	= annually
Grade 6 and above	= annually with dependents

General:

Employees will receive a round-trip economy class ticket encashment based on average rate between Oman Muscat international airport and their point of origin by the most direct route.

Eligible employees shall also receive (full fare) ticket encashment according to the average rate for eligible spouse (1 only) and (2) dependent children up to 18 years of age who should be legal residents of Sultanate of Oman.

The following categories of employees are not eligible for air ticket entitlement & encashment:

- Any expatriate employee who is married to an Omani national and they are not under SMSA sponsorship.
- Omanis Nationals and or their children.
- Any stateless employee.

The air ticket encashment will be done on the basis of average rate from internet or an approved 3 travel agencies. Ticket amount will be credited to the employee's salary; with the payroll after the employee's anniversary.

Emergency / Un-scheduled Leave:

NA

Sick Leave:

The employee completing three consecutive months in the employer's service, whose sickness and entitlement to a sick leave are evidenced by virtue of a certificate issued by any of the Government Medical Centers or any of the clinics retained by the employer, shall be entitled to the following sick leaves during one year:

Subject to the provisions of the social Insurance Law, the worker whose illness is certified shall be entitled to a sick leave the total of which shall not exceed 182 days during one year irrespective of whether it is divided or continuous and it shall be granted as follows:

1. From day 1st till day 21st - 100% from Salary
2. From day 22nd till day 35th - 75% from salary
3. From day 36th till day 70th – 50% from salary
4. From day 71st till day 182 – 35% from salary

The sickness shall be proved by a medical certificate.

Leave application forms submitted without a medical certificate for the same is considered as an unpaid leave

Caregiver Leave:

Fifteen (15) days per year are given to Omani workers to accompany sick relative, up to the second degree of kinship.

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

Hajj Leave:

Entitled for fifteen (15) 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 (1) consecutive year of service with the Company. The Company reserves the right to limit the number of employees who are granted this leave.

Maternity Leave:

A working woman is entitled to (98) days maternity leaves with full pay which includes the period before and after the delivery.

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.

	Paternity Leave: Total of seven (7) days, provided that the child is born alive, and the leave does not exceed the 98th day of child's life. Exam Leave: A maximum of 15 days per year for Omani workers who are registered in any university, or educational institute. Public Holidays Leave: Each employee is entitled for official holidays determined by virtue of the Council of Ministers' decision based on the Minister's proposal or as announced in the Oman Labor Law. Compassionate Leave: Employee shall be entitled to full pay leaves in the following cases: • (3) days in case of death of a parent, grandparent or sibling. • (2) days in case of the death of an uncle or aunt. • (10) days in case of the death of spouse, son, or daughter. • (130) days in case of the death of spouse for a Muslim female employee. • (14) days in case of the death of spouse for a non-Muslim female employee. Company reserves the right to request corroborative documents in support of the above cases. Accumulation of Leave: In general, deferment of accumulated leave is not allowed. However, upon a written request from the employee and provided that work requirements dictate it, vacations may be deferred to the following year subject to the approval as per the LOA. The employer undertakes to carry out the off-setting between the balance of the leaves against the wage corresponding to said balance each two years at most and if the employment relationship is terminated before the exhaustion by the employee of the balance of his/her annual leaves, he/she shall be entitled to the wage corresponding to said balance.
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	Company has the right to postpone, for a period of not more than (90) days, the employee's leave at the end of the year of accrual, if dictated by work requirements. If the work conditions require extension of the postponement, the employee's consent must be obtained in writing. Such a postponement will not, however, exceed the year following the year of leave accrual. Compensatory off (Comp. Off): The employer may employ the employee on holidays or official holidays if so required by the circumstances of the work, and in this case the worker shall have a choice between receiving his wage for that day in addition to an additional wage equivalent to 150% of his normal wage or another day for rest. Splitting of Vacation: 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. General: 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. 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. 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. 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. 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.
General	Any exception to this policy must be approved by the Managing Director.



Leave Policy

Owner/ Department: IBU-OMN, HRA