

Brief	It is the policy of the company to grant employees leave in accordance to employee contract / entitlement in compliance with Kuwait 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 Kuwait 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 Kuwait Labour Law, unless predefined in the employment contract.</p> <p>Employees are entitled each year to an annual leave of 30 days. However, the worker shall not be entitled to a leave for the first year except after at least 6 months of service for the 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.</p> <p>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>Unpaid Vacation:</p> <p>The employee is eligible for unpaid leave only subject to Company approval and is to be agreed upon between the two parties. The employment contract shall be deemed suspended for the duration of the leave in excess of 20 days. (As per the company policy)</p> <p>Emergency / Un-scheduled Leave:</p> <p>All emergency/un-scheduled leave requests must be provided with a valid reason (proof) and should be approved by the Department Manager as per LOA.</p>

In case an employee has accrued leave balance the requested number of days will be deducted from his balance.

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 the same year:

1. 15 days – at full pay
2. 10 days – at three quarters of the pay
3. 10 days – at half pay
4. 10 days – at quarter pay
5. 30 days without pay.

The worker shall provide a medical report from the doctor appointed by the employer or the doctor of the government medical center. In the event of conflict regarding the necessity of a sick leave or its duration, the report of the government doctor shall be adopted.

The sick employee may benefit from the balance of his annual leaves in addition his sick leave entitlement.

Hajj Leave:

Muslim employees are entitled to a paid leave of 21 days, to perform the Hajj only once during their period of service, provided that he had not performed hajj before.

Eligibility for this leave is contingent upon the condition that the employee must have spent at least two (2) consecutive years of service with the Company. The Company reserves the right to limit the number of employees who are granted this leave.

Apart from the above conditions, an employee can perform Hajj and he will be entitled to 'Id al-Adha holidays only. He can take the additional days from his accrued annual leave balance, if any, subject to his direct manager's approval.

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.

Compassionate Leave:

The employee shall be entitled to a three-day fully paid leave pay in the event of a first- and second-degree relative's death.

The Muslim female employee, whose husband has died, shall be entitled to a fully paid Idda leave for four months and ten days from the date of death. Moreover, she is entitled to complete the Idda period from her annual leave, and in the event the balance of her annual leave is insufficient she may take an unpaid leave.

The non-Muslim working woman, whose husband has died, shall be entitled to a paid leave of 21 days.

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 annual leaves, he shall be entitled to the wage corresponding to said balance.

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.

It is Department Head's responsibility to ensure that only those employees who are not travelling during holidays (Eid breaks, National Day, Etc.) are assigned the responsibility of "On Call Duty".

The core departments can have maximum five (5) employees on call i.e., one (1) employee per region. The support departments will be limited to one (1) employee only.

The "On call Duty "employees will report for work only if a situation demands him to be in office and he will be compensated for the number of days he actually worked in office based on time sheet along with work request.

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 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.