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1. **Standard**
   Our Employees are our most valuable asset. With this in mind we have formulated this Policy & Procedure to ensure that our employees are entitled to & can obtain leave as per Jordanian law.

2. **Scope**
   Applicable to all team member level and supervisor category employees of MAS KREEDA AL SAFI.

3. **Definitions**

   3.1. Leave - Authorized absence from work, either with/without pay.

   3.2. Unauthorized absence from work - Absence from work without approval as per procedure.

   3.3. Authorization of leave - Approval of leave by the Direct Manager.

   3.4. Direct Manager - is the person you are directly reporting to

   3.5. Calendar year – 1st of January to 31st December of the same year.

   3.6. First year of employment - from date of joining to completion of 12 months.

4. **This procedure will discuss the following leave types:**

   4.1. Annual Leave

   4.1.1. Paid leave
   4.1.2. In the event that any weekly off, public holiday, religious feasts fall within the annual leave they shall not be considered as part of Annual leave.

1st year of employment
Percentage of leave depends on the number of days employee has worked during the year. **Explanation:** Date of joining: 15th March 2015: annual leave entitlement is calculated as per below: 14/365 * 292 (365-292 (January 31 days +February 28 days + March 14days)) = 11.19 19/100* 8 = 1.52 hrs (divided by 8: basis 8 hours of work for a workday) Total entitlement: 11 days and 1.52 hours
2nd year to completion of 5th year of employment
14 days – (14/12) =1.1666 Per month
After completing 5 consecutive years of employment
21 days **Explanation**: 5 years completing on the 1st of June 2015, calculation as per below: 14 days /12 months * 6 months = 6.99 (99/100* 8 = 7.92), 21 days/12 months * 6 months = 10.50 (50/100*8 = 4), Total annual leave = 6 + 10= 16 days

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7.92+ 4 = 11.92 hours (I day equal 8 hrs) Total entitlement: 17 days and 3.92 hours
Number of annual leave to be taken in one instance
As per law, at a minimum 2 consecutive days shall be taken. As per company policy, employee shall be allowed to take even one annual leave if so requested by employee.
Termination
Balance unutilized annual leave to be paid, upon final settlement.
Carrying forward balance unutilized annual leave
Balance unutilized annual leave can be carried forward to the next year. **Explanation:** as at 31st Dec 2014, available unutilized balance leave = 28 (7:2013 + 14:2014) As at 1st Jan 2015, only the unutilized annual leave for the year 2014 can be carried forward. However, as per Company policy, the balance unutilized annual leave of 7 days for 2013 will be paid.

4.1.3. Employees are allowed to take their annual leave on an hourly basis if they so desire, such hours taken shall be deducted from the annual leave entitlement.

4.1.4. If annual leave is exhausted employee shall be put on no-pay leave or proportion thereof.

4.2. Sick Leave

Based on the Jordanian Labor law Article 65, company will grant the leaves

4.2.1. Company will authorize all government hospitals, private hospitals, and specialists' doctors recommended sick leaves up to 14 days as first instance without any objection from the company.

4.2.2. Sick leave may be extended to a further fourteen days with full pay if the worker is hospitalized and with full pay if the worker is not hospitalized but provides a report from a medical commission approved by the establishment.

4.2.3. If the doctors are recommending extending the leaves further, we will be taking care of this as well and based on the requirements company will provide the relevant leaves from his balance leaves. (Annual or any other balance leave available for employee)

4.3. Additional Leave

4.3.1. Additional paid leave of 14 days can be granted for the following cases:

4.3.1.1. Joined a course for a labor education approved by the Ministry, nominated by the employer and the union committee.

4.3.1.2. Performing the duty of pilgrimage provided, the employee has worked for 5 consecutive years. Such leave shall be granted only once during the period of service.

4.3.2. Additional unpaid leave can be granted for the following cases

4.3.2.1. Leave of 4 months if employee joined an approved university, institute or college to study.

4.3.2.2. Once during the period of service, unpaid leave for a period not exceeding 2 years to accompany employee's spouse if such spouse has moved to another work located outside the governorate in which employee works inside the Kingdom or moved to work abroad.

4.4. Marriage Leave

4.4.1. As per the by-law dated 26-7-2006 if an employee was in employment prior to 01-09-2007, such employee shall be entitled to 14 days of paid leave.

4.4.2. As per the by-law dated 02-09-2007 if an employee was in employment after 02-09-2007, such employee shall be entitled to 3 days of paid leave.

4.5. Maternity Leave

4.5.1. Applicable for female employees upon delivery of child. Paid leave of 10 weeks.

4.5.2. Employee can take the leave 4 weeks before delivery and not less than 6 weeks after delivery.

4.5.3. All applicable legal provisions related to maternity leave and additional leaves mentioned in Article 67 and 70 of the Jordanian labor law and Article 44 of the social security law.

4.6. Feeding Intervals

4.6.1. Female employee shall be entitled to take an interval of one hour on a daily basis until the child is one year of age.

4.6.2. Possible to accumulate the feeding interval hours and take same on one day of the week.

4.7. Emergency Leave

4.7.1. When emergency leave is required but the employee is not in a position to obtain prior approval, the immediate Supervisor/ Human Resources Manager should be informed of the inability to attend work & reasons for same before 9:00 am on the day employee is unable to report to work (using the telephone, sending a message, etc). In the event the immediate Supervisor/ Human Resources Manager cannot be reached, a message should be left & name of the person who took the message should be noted.

4.7.2. Upon returning to work an application for leave should be handed over to obtain approval & submit same to the Human Resources Department.

4.7.3. Note: Except for in emergencies (sickness, bereavement etc), leave applications submitted after the persons return to work will be considered as "unauthorized absenteeism".

4.8. Bereavement Leave

4.8.1. For the death of an immediate family member (husband/wife, mother/father, children) 3 days paid leave.
4.8.2. For the death of Brother/sister 2 days paid leave.
4.8.3. For the death of Uncle/aunt mother in-law, father in-law, grandmother/ grandfather 1 day paid leave.

4.9. Vacation Leave

4.9.1. Applicable for migrant employees who have completed their contracts, and those who wish to renew their contracts for a further period.
4.9.2. Employees are eligible to take 30 consecutive days as vacation leave or such unutilized annual leave that is available to an employee's credit, whichever is higher. For 10 employees will be allowed to go on vacation leave at one time.
4.9.3. Executive and above employee categories are eligible to take 14 consecutive days as a vacation leave per one year. (This 14 day consider base on her/his annual leave availability)
4.9.4. Executive and above employee categories are eligible to added 07 maximum days from their week off leave to the vacation leaves per one year.
4.9.5. Employee shall apply for vacation leave 3 months prior to the intended dates for vacation.
4.9.6. The Leave Committee consisting of trade union representatives and Human Resources shall sit once a month to understand and select employee to grant vacation leave.
4.9.7. The Leave committee shall follow the below guidelines when selecting employees who will be granted vacation leave:
   I. Number of years in service
   II. Reason for vacation leave
   III. Has the applicant gone on vacation leave before
4.9.8. Employee shall be paid for the applied annual leave.
4.9.9. If employee return later than the expected return date at work, the management will review on a case-by-case basis the reasons for the delay and grant employee to apply for annual leave if balance annual leave is available to the relevant employee's credit. If there is no balance annual leave to the employee's credit, then such employee shall be put on no-pay.

4.10. **Paternity Leave**

- At MAS, we believe that our male employees too need to be supported at the time of having a new-born child. For this purpose, male employees will be granted ten (10) working days as paternity leave.

- Paternity leave shall be taken as ten (10) working days when required, within one [1] year of the date of birth of the child. Five days of this leave shall be taken consecutively. Hospital certificate showing the date of birth of the child shall be produced when applying for paternity leave [in the first application of such leave].
- If the employee so wishes he may apply for up to two (2) days of the above mentioned 10 working days of paternity leave prior to the birth of the child so long as such is taken no more than one month prior to birth. Within a month of taking the 2 days HR shall require you to present the birth certificate of the child.

4.11. Adoption Leave

- A female employee adopting a child is entitled leave depending on the age of the child adopted:
    - **If the child is one (01) year or less –** *(number of days as per maternity law of the country)*
    - **If the child is between one (01) to five (05) years old –** *(50% of the number of days according to the maternity law of country)*
- A male employee who adopts a child shall be entitled to ten (10) days of paternity leave within one (1) year from the date of adoption. Five days of this leave shall be taken consecutively.
- Application for leave should be informed to the immediate supervisor and HR department, three (03) months in advance of the date of adoption; and must be supported by Legal documents confirming the adoption.

4.12. Exam Leave

- Confirmed employees are entitled to paid exam leave in addition to the individual leave entitlement, in the event they sit for examinations related to the job scope from a recognized institute, that lead to career advancement and organizational growth. Such paid leave will be approved by the Head of Department and informed to HR.
- One (01) working day prior & the day of the examination will be granted as leave where it is the first sitting for that particular examination while in employment at MAS.
- If the employee is sitting for the exam a second time, exam leave will only be granted for the day of the examination.

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- The maximum number of days granted under exam leave shall be ten (10) days per year. In the event the employee wishes to take any additional leave for exam purposes, leave will be deducted from the individual leave entitlement for the specific year. If such leave has been exhausted, it will be treated as no-pay leave.
- An individual embarking on such courses should inform their immediate supervisor and the HR Manager in writing of such an endeavor & the planned dates of leave for the examination.
- Individuals joining MAS should, at the time of recruitment, inform the immediate supervisor & HR Manager in writing of such exams that are already undertaken or planned within the course of the calendar year of joining.

  Note: it is the responsibility of the immediate supervisor & the HR Manager to obtain such information at the time of recruitment.
- Application for Exam Leave shall be made two (02) weeks in advance and should be supported by proof of examination timetable and other supporting documents.

4.13 Paid leave for elderly care and childcare

i. All members of MAS KREEDA AL SAFI are granted additional 2 days paid leave for childcare and elderly care.
ii. Childcare applies to when an employee wants to attend to their kid's events such as sports meet or attend to medical requirements or any other matter concerning your child.
iii. Elderly care is granted to support their need to attend to any elderly care related requirements.
iv. These two leaves are in addition to the Annua leave and casual leave entitlement of the employee.

4.14 Compensations for extra hours work (Executive and Above category)

i. In accordance with the Jordanian Labor Law, the standard work week is defined as 48 hours. All employees at the Executive level and above (E and Above) who exceed this limit by working more than 48 hours per week are entitled to compensatory time off. This is granted in addition to the regular Friday holiday.
ii. In weeks where a public holiday occurs, the regular work hours remain unaffected, as public holidays are legally mandated and considered earned. Consequently, the total number of hours for such weeks will include the public holiday, without altering the standard working hours. Therefore, this will not make impact to compensatory off day for Executive and Above employees.

iii. Executive level and above (E and Above) employees who work on a public holiday shall be granted additional leave in lieu of the worked holiday. This compensatory leave must be utilized by December 31st of the same calendar year.

iv. The date for the additional day off can be fixed with the mutual understanding of the line manager.

5. Attendance Bonus

5.1. 10 Jordanian Dinar will be granted for employees in the direct and indirect cadre monthly, if employee does not take any annual leave within the month, but employee will be allowed to take one sick leave per month.

6. General

6.1. Employees are encouraged to utilize the leave by following the proper procedures set out above & MAS KREEDA AL SAFI requires that leave is granted where this procedure is being followed.

6.2. If an employee has been absent from work without prior notification or without notifying on the day emergency leave is taken & there is no valid reason to have been absent from work without notification as per the procedure, employee can be sent on “no pay” even where there is balance leave to the credit of such employee.

6.3. Absence from work without a valid reason is a serious violation of the Company Policy & will be dealt with according to the Company Disciplinary Procedure (HR/04/JO).

7. Responsible Persons

The Human Resources Manager is responsible to ensure that this Policy is adhered to & the procedure is followed.

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