Leave Policy – UAE

Annual Leave

All permanent employees accrue annual leave whilst they are working with us.

For every year of service, an employee is entitled to annual leave of not less than the following:

- Twenty four days for the employees whose service is more than six months and less than one year
- Thirty days for the employees whose service is more than one year
- Annual Leave is calculated on the basis of a calendar month rather than by working days
- The Annual Leave calendar runs from 1st January to 31st December
- No Annual Leave may be taken within the first 6 months of employment
- Annual Leave in the first year of employment will be calculated on a pro-rata basis

Taking Annual Leave

In the interest of your general health and welfare, you are required to take your full Annual Leave entitlement.

Unless formally approved by your Country Operations Manager, Annual Leave cannot be carried over more than 2 years (60 Days).

You should discuss your annual leave plans with your Line Manager well in advance to ensure that the operational needs of the business are not placed at risk. Our approach to the approval of annual leave is based on the need for flexibility and management discretion.

In advance of the leave being taken, your application for leave form must be approved and signed by your Line Manager. Your Line Manager will consider your application based on upcoming business requirements. For this reason, you should not book or commit to holiday arrangements before you have this approval.

Untaken Annual Leave paid on Termination

Upon termination of employment you will receive payment for all your untaken accrued annual leave according to local Labour Laws.
Leave Policy – UAE

Sick Leave

All permanent employees are entitled to sick leave whilst they are working with us.

An employee must report to the employer any injuries or illnesses preventing them from working on the first day of absence.

Employees are not entitled to any paid sick leave during the probation period. However, after successful completion of the probationary period, the sick leave entitlement is as follows:

(1) Full pay for the first 15 days.

(2) Half pay for the next 30 days.

(3) the following 45 days will be unpaid.

It should be noted that employees are required to provide an official medical certificate upon their return to work. Failure to provide a medical certificate will result in the deduction of pay for the period of absence.

The annual entitlement for sick leave is from 1st January to 31st December in any given year.
Maternity Leave

Female employees are entitled to 45 days maternity leave with full pay which includes the period before and after the delivery, provided they have completed one year’s continuous service at the commencement date of the maternity leave.

The maternity leave is granted with half pay if the woman has not completed one year of service.

A Female employee, on the expiry of the maternity leave, may discontinue work without pay for a maximum period of one hundred consecutive or intermittent days if such absence is due to illness which does not enable her to resume work. Such illness shall be evidenced by a medical certificate issued by a medical authority attested by the competent health authority or endorsed by such authorities to the effect that the illness resulted from pregnancy or delivery.

Maternity leave in either of the above cases is not deducted from any other leave that a female employee is entitled to.

During the 18 months following delivery, a female employee who nurses her child has the right to have two daily intervals which do not exceed half an hour each for the purpose of nursing her child. These additional intervals are considered part of her working hours and no deduction in wages can be made.