



+9714 2659533



info@meinnovate.com  
 www.meinnovate.com



MEI General Trading Co LLC  
 The Shed, Warehouse 3 & 4,  
 Street 8, Community 368  
 Al Quoz Industrial Area 3  
 Dubai-UAE

## LEAVE POLICY

Document ID	Leave Policy
Date	01 January 2021
Date of Next Review	31 December 2021
Authorized by	Operations Manager
Approved by	Finance Manager
Version	1.0
Responsible Officer	HR Manager
References and Legislation	UAE LABOUR LAW
Revision Date	01 July 2021



## 1. PURPOSE

The purpose of the Leave Policy for employees is to lay guidelines regarding the different types of leave available, what constitutes the differences between Paid Leave and Unpaid Leave, when to avail leave and the processes involved to take Paid Leave and Unpaid Leave.

## 2. REFERENCES & LEGISLATION

UAE Labour Law and Ministry of Human Resources and Emiratization (MoHRE)

- Title 4 Working Hours & Leaves

## 3. TOPICS COVERED

A. ANNUAL LEAVES

B. COMPASSIONATE LEAVE

C. HAJJ LEAVE

D. MATERNITY LEAVE

E. PARENTAL LEAVES

F. OFFICIAL LEAVES

G. SICK LEAVES



## A. Annual Leave

Employees are entitled to an annual leave once they have completed six months of service in MEI.

### I. Duration of the Annual Leave

Employees are entitled to an Annual Leave of:

- 2 days per month, once they have completed six months of service, but less than one year
- 30 days, if they have completed one year of service.

The calculation of the duration of Annual Leave will include official holidays specified by law or by agreement and any other leaves caused by sickness if they fall within the Annual Leave.

#### Official Holidays

- a - New Year's Day ( Hejir ) - One day .
- b - New Year's Day (Gregorian ) - One day .
- c - Eid al Fitr - Two days .
- d - Eid al Adha and Arafat Day - Three days
- e - Prophet Mohammed Birthday Anniversary - One day
- f - Isra and Mi'raj - One day
- g - National Day - One day



## II. Calculation of Annual Leave

For the Annual Leave, the worker must receive his basic salary in addition to a housing allowance if such an allowance is stipulated in the contract.

If the worker is requested to work during his total Annual Leave or a part of it and the leave is not carried forward to the next year, the employer must pay him his regular salary, in addition to a leave allowance, which is equal to his basic wage only.

In all cases, Annual Leaves may not be forwarded for more than once within two consecutive years.

The employer may determine the date of the commencement of the Annual Leave and may divide it into two or more periods.

The employer must pay the worker's salary for Annual Leave before it is taken.

If the worker is dismissed or he resigns, he is entitled to his salary for any Annual Leave he did not use.

### B. Compassionate Leave (Bereavement leave)

As per the company policy employees will be entitled to unpaid leave of up to 14 days in the event of death or serious debilitating injury to a member of their immediate family.

The UAE Labour Law does not have any provisions which entitle the employee for a compassionate leave which is commonly given when an immediate family member (first-degree relative or second-degree relative) dies.

In such misfortunes, employees may request for leave to be deducted from their annual leave, or consider unpaid leave or any other arrangement, which the employer would agree to.

### C. Hajj Leave

Employees may be granted a special leave for the performance of Hajj under the provisions that the leave:

- is given without pay
- may not exceed 30 days
- is granted only once during the employment duration with MEI



## D. Maternity Leave

All female staff are entitled to a maternity leave of 45 day's including the time before and after delivery. If the staff has completed one year of continuous employment for MEI, she is entitled to full pay during maternity leave; if under one year, she is entitled to half pay.

In addition, after delivery, the staff is entitled to two additional breaks each day, with each break not exceeding half an hour for nursing her child. The staff is entitled to such breaks for 18 months following the date of delivery and is entitled to full pay.

## E. Parental Leave

Employees of MEI are entitled to a parental leave of five working days from the day of the birth of their child to six months. The parental leave is a paid leave that can be applied for by both mother and father of the baby.

## F. Official Leaves and Vacations

Friday is considered the official weekend for all workers in the country. MEI works as part of the service sector, as such it operates on a 7 day week basis with shifts allocated for Friday operations and/or during crew calls for an event. If circumstances require an employee to work on shift on Fridays, said employees will be entitled to a compensatory off as a Day in Lieu, to be utilized within the following week. If a shift system has been allocated to make it in par with the working hours of regular employees, this will not be considered as a Friday working or overtime working.

### Working during official holidays or leave days

If an employee is required to work during official public holidays, s/he will be granted another rest day as well as an increase of 50 per cent on the basic wage for that day. If s/he could not be granted another day off, s/he is entitled to receive an additional 150 per cent on his basic wage for that day according to Article 81 of the Labour Law.



## G. Eligibility for Sick Leave (Paid and Unpaid)

An employee is entitled to a sick leave of not more than 90 days per year, applicable only after a period of three months' continuous service following the probation period.

The 90 days sick leave can be continuous or intermittent, and the salary is paid as follows:

- Full Pay for the first 15 days
- Half Pay for the next 30 days
- No Pay for the rest 45 days.

Note: The above provisions are subject to conditions and do not apply on Sick Leave because of occupational illness.

### A. Sick Leave Notification by the employee

According to Article 82 of the UAE Labour Law, as amended, the employee must notify the employer about his sickness within maximum of two days. The employer has the right to put the employee under a medical examination in order to verify the illness, and the authenticity of the employee's leave.

The employer is entitled to request the employee to present a medical report, which justifies the employee's absence and the calculation of the entitlement of the pay.

### B. Ineligibility for a Paid Sick Leave

The employee is ineligible for a paid sick leave in the following situations:

- during the probation period
- if the illness directly arises from the misconduct of the worker, such as the consumption of alcohol or narcotics
- if the employee works for another employer during the sick leave



### C. DISMISSAL from Job during Sick Leave

MEI will not dismiss an employee or present a termination notice while the employee is on sick leave. If the employee uses all of 90 days' sick leave and was not able to report to work afterwards, the employer holds the right to terminate said employees services. In such a case, the employee shall be entitled to the end of service gratuity in accordance with the provisions of the UAE Labour Law.

### D. RESIGNATION from Job during Sick Leave

An employee can resign from work because of illness prior to the expiry of the first 45 days of the sick leave, provided the physician from the respective health facility or the physician appointed by the employer consents to the cause of resignation. In such a case, the employer must pay to the resigned employee the wage that is due with regard to the remainder of the first 45 days.

#### NOTE:

If any of the listed provisions are not in agreement with the current UAE Labour Law, at any time the UAE Labour Law will prevail.

The suggested Leave Policy will be subject to change and shall be understood that it will be considered for application as per the new changes in the UAE Labour Law.