

EMPLOYEE LEAVE POLICY

Although leave policy differs and depends on the type of leave, the following principles are common:

- Leave is a privilege which may be granted upon proper application; not a guaranteed right.
- The applicant must demonstrate a valid reason or need for the leave. It must be determined that the granting of a leave request is consistent with the best interests of AFU. The best interests of AFU will be evaluated by reference to the teaching, research and service needs of AFU. In particular, arrangements for appropriate substitute staff member will be considered, and Staff member requesting leave are expected to assist in making such arrangements.
- All leaves applications should be submitted to the Head of HR through the head of the Unit for approval before taking the leave.
- HR maintains the records of usage of leave.
- Admin Staffs are preferred to avail their leave during academic breaks such as summer, winter and spring breaks.

a. Maternity Leave

- According to UAE'S Labour Law Federal law No.(8) OF 1980 Section 3 Article (30):
- Maternity Leave with full pay for 45 days including the time before and after delivery is entitled for a working woman.
- Continuous period of service with her employer should not be less than a year
- If working woman has not completed one year service, she is entitled for maternity leave with half pay only.

b. Sick Leave

- a) According to UAE'S LABOUR LAW Part IV Article 82, where a staff member contracts an illness otherwise than as a result of an employment injury, he shall report his illness within a maximum of two days and the employer shall thereupon take the necessary steps to have him medically examined immediately for the purpose of verifying his illness.
- b) According to UAE'S LABOUR LAW Part IV Article 83;
 - a. The staff members shall not be entitled to any paid sick leave during the probation period.
 - b. The staff members completed the probation period in the continuous service of AFU and fall ill, he/she shall be entitled to sick leave not exceeding 90 days whether continuous or otherwise, in respect to every year of service. Such leave shall be calculated as follows:
 - a. The first 15 days with full pay.
 - b. The next 30 days, with half pay.
 - c. Any subsequent periods without pay.
 - i. If sick leave exceeds five continuous working days, it would be forwarded to the General Medical Committee of the DHA for final decision.
- c) According to UAE'S LABOUR LAW Part IV Article 84; No remuneration shall be payable during sick leave if the illness is the direct result of the staff member's misconduct.
- d) A serious health condition is defined as a medical condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.
- e) AFU administration may initiate Sick Leave by referring a staff member to a physician of the University's choice to certify that it is safe for the staff member to continue working and performing duties as required by the job description or to certify that the staff member does not pose a direct threat to the health or safety of other staff members, Faculty, students or visitors at AFU.
- f) Employees must submit approved DHA sick leave requests to the Human Resources (HR) Unit within 48 Hours. HR maintains the records of usage of sick leave. Holidays or other authorized absences during a sick leave will not reduce the accumulated days earned. Sick leave is to be used only as needed and not taken automatically.
- g) A staff member undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment at a time that would minimize disruptions to his/her assignment. If a staff member fails to provide 30 days' notice for a planned leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date AFU receives notice.

c. Annual Leave

- a. Staff members with at least one year of employment are entitled to thirty (30) Days of paid annual leave per calendar year. (According to UAE'S LABOUR LAW Part VI Article 75).
- b. The scheduling of a staff member's annual leave shall be subject to the approval of his or her head of Unit or other individual designated by the President to authorize leave requests.
- c. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 work days.

d. Emergency Leave

In the event of death in the immediate family (wife, husband, children, mother, father, brother or sister, grandmother, grandfather or legal guardian of a staff member), a staff member may be granted a leave of absence with pay for a reasonable time, but not to exceed five (5) days if it will include travelling abroad and (3) days locally. The staff member must notify the head of the HR Unit or the direct supervisor as soon as possible of any absence due to the death of an immediate family member, and complete a Leave Application Form to allow the head of the HR Unit or the supervisor to arrange staffing levels and continuation of services. Documentation of legal guardianship may be requested.

e. Unpaid Leave

- Any leave during the probation period is considered an unpaid leave.
- An employee will be granted an unpaid leave only after using all annual leave days, and will only be granted during the summer.
- The maximum duration of an unpaid leave is 30 days.

f. Hajj Leave

- According to UAE'S LABOUR LAW Part IV Article 87, Staff member with at least one year of employment are granted one week paid leave for Hajj.
- The staff member is requested to submit official documents (Hajj VISA, Invitation for Hajj, copy of a valid passport etc.) and a letter requesting hajj leave to the Head of HR through the Unit Head.
- Before the leave is taken, the HR Head will begin efforts to temporarily cover the responsibilities to be left unattended by the person on Hajj leave.