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| TITLE: | HR – SICKNESS & SICK LEAVE POLICY | DIVISION: HUMAN RESOURCES |
| NO.: | DHH/CE 001 2023 | CROSS REFERENCE: HR – EMPLOYEE WELFARE – SICKNESS & SICK LEAVE POLICY |
| INITIATED BY: | HEAD OF HUMAN RESOURCES | SN NJENGA |
| APPROVED BY: | EXECUTIVE OFFICE (GM) | ARTYOM MELTONYAN |
| APPROVED BY | HUMAN RESOURCES (HRBP) | SAMMY NJENGA |
| DATE: | OCTOBER 25 TH , 2023 | REVIEW DATE: 31 ST October 2023 |
| DISTRIBUTED TO: | ALL EMPLOYEES | |

Policy.

The purpose of this policy is

- To ensure that a systematic control on sickness and related absence is in place.
- To protect the employee's as well as the company's rights, regarding sickness remuneration and absence from work.

Application

- Head of Departments
- Human Resources
- Head of Finance
- All employees

Statement of Policy

1. The employee's entitlement regarding sick leave is to be made known through the employee handbook and during HR orientation sessions.
2. Sick leave entitlement will be in accordance with the local labor laws of the Country. An employee is entitled to a sick leave of not more than 90 days per year (UAE), only after the end of confirmed probationary period.

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

- a) Full pay for the first 15 days.
- b) Half pay for the next 30 days.
- c) No pay for the rest 45 days.

Note: On the other hand, the employee is ineligible for a paid sick leave in the following situations:

- a) During the probation period.
- b) If the illness directly arises from the misconduct of the worker, such as the consumption of alcohol or substance abuse or narcotics.
- c) if the worker violated the safety instructions in accordance with the effective legislations in the UAE, and the rules set out in the companies regulations, which the employee was informed of.

HUMAN RESOURCES

3. A valid sick leave certificate **must** be submitted to Human Resources to support the period of absence. All sick leave availed from an authorized doctor, or a competent medical authority SHOULD BE certified by Dubai Health Authority (this is mandatory). Otherwise, the sick leave would be considered void. (No Valid Sick Leave Certificate, No pay)
4. Employees who are unable to work due to sickness must inform their manager prior to the time they are expected to be on duty.
5. If an employee is sick but opts to “work from home” a clear approval **MUST** be issued to the Head of Human Resources from the Head of Department.
6. Approved “*Work from home*” is limited to a day only, extended days to work from home if sick would require sick leave certificate certified by an authorized doctor or a competent medical authority in the country.
7. The Head of Human Resources must be informed of any sick employees unable to work so that the necessary arrangements can be made for follow up or any support required.
8. A reliable system for recording absence through sickness must be in place in all Deluxe Homes Companies and the results communicated via the monthly HR Report.
9. Unusually high absence rates by individuals or departments must be investigated and actioned as soon as possible.
10. The Human Resources Department is responsible for monitoring the progress and recovery of sick employees, ensuring that they are looked after especially if they are in the employee’s accommodation.
11. In the case of long-term illness or hospitalization; periodical visits must be made by the Head of Human Resources and the Department Head. Appropriate amenities such as fruits/ flowers and a get-well card to be sent to the employee.
12. In the case of serious accidents, critical illness or surgical operations, the Head of Human Resources must notify the employee’s next of kin/family, as fast as possible with the consent of the employee.

This policy is subject to review and updates as needed to remain in compliance with changing laws, regulations, and company requirements.

Forms

1. ☐ Appendix 1 sick leave tracker)

Reviewed & approved by


SAMMY NJENGA
Human Resources Business Partner

