

FROM:	Human Resources	TO:	All HODS, Managers, and Supervisors [Dubai & Fujairah]
DATE:	30 September 2024	CC:	General Manager and HR Department
EFFECTIVE DATE:	1 October 2024	REF #:	DHH/POLICY_30092024_Rev#1
APPROVED BY:	Deputy General Manager – Vahan Papoyan		
SUBJECT:	"Extra Day Off Benefit Policy" for Managers and HODs – Dubai and Fujairah!		

1. Policy Objective:

The Extra Day Off Benefit is implemented to promote a healthy work-life balance and recognize employees' loyalty and dedication to the company.

2. Eligibility:

- This policy applies exclusively to Heads of Departments and Managers at our Dubai and Fujairah branches who are employed under contracts requiring a **six-day work week**.
- The policy applies to full time employees who have completed **6+ months of continuous employment** with the company.

3. Policy Details:

Eligible employees are entitled to an extra paid day off as per the below guidelines:

Heads of Departments (HOD):	<ul style="list-style-type: none"> • 1 extra day off per month.
Managers:	<ul style="list-style-type: none"> • 1 extra day off per month.

4. Request Process:

- Employees must submit a request for the extra day off in advance through the HR system.
- Approval of the extra day off is subject to operational requirements and manager discretion.

Operational requirement includes the following:

Staffing Needs: Ensuring there are sufficient employees to manage the workload and maintain full productivity without impacting business priorities. This includes ensuring adequate staff coverage, especially during peak periods or busy seasons. If staffing needs cannot be met, department heads (HODs) have the right to decline the request.

5. Usage of Extra Day Off:

The extra day off is not accumulative. If not used within the month, it cannot be carried over to the next month.

6. Restrictions:

- The extra day off cannot be used during peak business periods unless specifically approved by your manager. Peak business period such as holidays or seasons during the year when a business experiences significantly higher demand. **Kindly note that all department heads are required to declare these periods in advance to help manage expectations.**
- During your extra day off, ensure you remain reachable by phone throughout the day to support your team in case of any emergency situations or critical tasks. **Please note: "Reachability" should be limited to emergency situations or critical tasks that require immediate attention and cannot wait until regular working hours.** This includes:
 - **Emergency Situations:** Urgent matters that pose a risk to operations, or business continuity.
 - **Critical Tasks:** Time-sensitive tasks that could significantly impact key business operations, such as client deliverables with strict deadlines, or urgent approvals necessary to prevent delays in important projects.
- Coordinate your extra day off to ensure continuous coverage. For example, when a Head of Department is off, the Manager or Supervisor and so forth, should step in to handle their responsibilities to ensure smooth operations and decision-making.

7. Policy review:




This policy does not constitute a permanent change to your employment terms. The company reserves the right to review, modify, suspend, or discontinue this benefit and policy at its discretion, at any time, or under the following conditions:

- Increased workload or operational requirements.
- Receipt of warnings or violations.
- Decline in performance.

8. Effective Date:

This policy will come into effect on **July 1, 2025** and will be reviewed periodically to ensure it meets company objectives.

If you need further assistance or have any questions regarding this policy, please reach out to the HR department.

	  30-Jul-2025
KOMAL DADLANI HUMAN RESOURCES MANAGER	VAHAN PAPOYAN DEPUTY GENERAL MANAGER

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