



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 1 of 15	

Leaves Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

Policy Owner:	Vice President Finance and Administration			<div><div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div></div><div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 2 of 15	

1 Purpose

The purpose of this policy is to lay down the rules and regulations related to the various types of leaves that HBKU is granting to its employees.

2 Scope

This policy applies to all HBKU employees.

3 Terms, Abbreviations, and Definitions

The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
HBKU or University	Hamad Bin Khalifa University
Regular Employees	Refers to individuals hired under the Permanent Employee, Fixed Term Employee, and Rolling Term Employee employment categories as defined in the Employment Categories Policy.

4 Policy


4.1 Annual Leave

4.1.1 General Provisions

- 4.1.1.1 HBKU is committed to supporting its employees in a way which promotes and sustains a positive, productive, and safe working environment. The university ensures that appropriate use is made of individual, sick, and other leave entitlements to support a positive work-life balance.
- 4.1.1.2 It is the policy of HBKU to grant all eligible employees an annual leave with pay in recognition of services performed and in accordance with the provisions of the Qatar Labor Law.
- 4.1.1.3 The policy is designed to provide the employee with the opportunity for mental and physical relaxation away from his work environment so that he may return to his job refreshed and with renewed energy to carry out his work.
- 4.1.1.4 The leave entitlements of non Regular Employees will be provided according to this Policy unless otherwise specified in individual employment or contractual agreements.
- 4.1.1.5 Without prejudice to HBKU operations, employees are encouraged to clear their annual leave entitlements annually.
- 4.1.1.6 The annual leave entitlement is inclusive of all annual leave obligations and requirements and no leave travel days are granted to the employee.
- 4.1.1.7 Time spent on approved HBKU business or training during annual leave shall not be considered as part of the annual leave. The time spent shall be added to the leave and paid as work performed on a normal work schedule.
- 4.1.1.8 Annual Leave days are to be taken in whole day increments as half day leaves are not allowed.
- 4.1.1.9 The following general provisions will be observed by HBKU management and employees:

a) Termination of Service During or Immediately After an Annual Leave

An employee's service may not be terminated during his Annual Leave. Similarly, an employee may not leave HBKU's service immediately after his return from Annual Leave without giving the required written notice.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 3 of 15	

b) Treatment Of Unearned Leave at The End Of Service

In the case of annual leave and airfare that has already been taken within the calendar year, but which has not yet been earned/accrued at the time the employee's service ends with HBKU, the cash of these annual leave days will be deducted from the employee's final settlement based on a pro-rated basis.

c) Reductions of Annual Leave Entitlement

Employees will have their annual leave entitlement reduced proportionately in case of absence from work without permission or Un-worked termination notice period upon the employee request.

4.1.2 Responsibilities


- 4.1.2.1 **Employees:** Employees are responsible for submitting their annual leave requests to their immediate supervisors with reasonable advance notice (at least one month before the planned departure date) and to return to work upon completion of their annual leave, or producing, where applicable, required evidence to the satisfaction of HBKU, to justify late return from an annual leave.
- 4.1.2.2 **Unit Heads:** Unit heads are responsible for preparing and approving the annual leave schedules and requests for eligible employees within their respective units in accordance with established policies and HBKU needs. They are also responsible for reporting to the Human Resources Directorate any late returns from annual leaves.
- 4.1.2.3 **The Human Resources Directorate:** The Human Resources Directorate is responsible for maintaining annual leave schedules, checking and processing annual leave requests and maintaining the status of annual leaves in HBKU.

4.1.3 Eligibility

- 4.1.3.1 Annual leave is not applicable to individuals engaged with HBKU on arrangements that do not include such entitlement, including short term employees, affiliates, interns, volunteers, contingent workers, and individual contributors.
- 4.1.3.2 Only eligible Employees with a contract period of one (1) year or more or whose contract period is extended to one year or more, are eligible for annual paid leave in accordance with the entitlements detailed in this policy.
- 4.1.3.3 The annual leave entitlements for Regular Employees are based on working days as follows:

Classification	Working Days Per Annum
11 +	37 Working days
5 – 10	25 Working days

- 4.1.3.4 Eligible non Regular Employees including freelancers, postdoctoral scholars, as well as visiting faculty and scholars with a contract period of one (1) year or more or whose employment contract period is extended to one (1) year or above are entitled to 20 working days of annual leave per year, or as specified in the terms of their contractual agreement provided that such entitlement is not less than 20 working days. Their annual leave entitlement shall accrue from the first month of work on an average monthly basis. Eligible non Regular Employees can take up to half of their full entitlement after completing three (3) months of work and the full entitlement after completing six (6) months of work, depending on operational requirements.
- 4.1.3.5 Trainees are eligible for annual leave of a maximum of 20 working days after completing 6 months of joining.
- 4.1.3.6 Eligible Employees on further studies are entitled to annual leave and should avail annual leaves to coincide with the official academic leave designated by their

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 4 of 15	

educational institution. Employees on further studies are not eligible for HBKU Annual Leave encashment.

- 4.1.3.7 Faculty and employees with instructional responsibilities in academic programs are not eligible to take annual leave during the periods in which they are engaged in teaching, supervision, or related instructional duties, unless approved by the Provost.
- 4.1.3.8 The Annual leave entitlement days of Regular Employees accrue as from the 1st of January of each year on an average per month basis, even though the full entitlement can be taken at any point during the calendar year in accordance with operational requirements.
- 4.1.3.9 Annual leave entitlement will be pro-rated for the first and last year of employment.
- 4.1.3.10 A newly hired Regular Employee is not entitled to any annual leave if the new employee service is terminated during his probationary period.
- 4.1.3.11 A Regular Employee whose services are terminated at any time after successful completion of the probationary period is eligible for pro-rata payment in lieu of unused annual leave credits, as applicable.

4.1.4 Accumulation / Encashment of Annual Leave


- 4.1.4.1 Annual leave shall be taken during the year they are earned. All Regular Employees and their immediate supervisors have the responsibility to ensure that annual leave is scheduled and taken each year.
- 4.1.4.2 Regular Employees are discouraged from accumulating and carrying annual leave forward to the following year.
- 4.1.4.3 Regular Employees may, upon their request, be allowed to roll-over/carry forward annual leave entitlements to the following year up to the following maximums:

Classification	Working Days Per Annum
11 +	10 Working days
5 – 10	7 Working days

- 4.1.4.4 Cash payment in lieu of accrued annual leave entitlement is not normally permitted except in the following cases:
 - a) Termination of service.
 - b) Death in service.
 - c) Operational requirements.

4.1.5 Annual Leave Planning and Scheduling

- 4.1.5.1 Employees' Annual Leave should be planned in a manner consistent with HBKU's operational requirements, and with sufficient flexibility to encourage employees to clear their annual leave entitlements for each calendar year, i.e. 1st January to 31st December.
- 4.1.5.2 At the beginning of the year, Regular Employees shall submit their tentative annual leave plans to their immediate Supervisor or Head of Unit for review and approval.
- 4.1.5.3 Supervisors or Unit Heads prepare the annual leave plan for their Regular Employees by collating the individual annual leave plans while ensuring that the Unit's operations will not be interrupted throughout the year.
- 4.1.5.4 Employees must apply for their annual leave at least one month in advance of the desired first day of leave. Leave is calculated to commence on the first working day of absence and ends on the working day prior to the employee joining duty.
- 4.1.5.5 All annual leaves must be approved by the immediate Supervisor. In making decisions on employee annual leave requests, supervisors should prioritize operational requirements, leave plans, and existing leave schedules.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 5 of 15	

4.1.6 Annual Leave During the First Year of Service

- 4.1.6.1 Paid annual leave for the first year of service or its cash-in-lieu may only be taken by eligible employees after completion of the probation period and a minimum of (3) months from the appointment date, except in exceptional cases as determined by the immediate supervisor and approved by the head of the concerned unit.
- 4.1.6.2 The following applies to early annual leave requests before completion of the probation period and/or three (3) months of service:
- In the first year of employment, any leave taken before completing the probation period will be treated as unpaid leave.
 - In the first year of employment, any leave taken between three (3) and six (6) months of employment for employees who completed their probation period will be limited to the actual number of leave entitlement days accrued by the employee unless the immediate supervisor approves an Early Annual Leave request.
- 4.1.6.3 An employee may receive upon approval of his/her immediate supervisor, Early Annual Leave if he/she completed his/her probation period and a minimum of 3 months of service from the appointment date.
- 4.1.6.4 In the first year of service, Regular Employees are eligible to take annual leave days after completion of six (6) months for those numbers of prorated days he/she would accrue as of December end. In case of approval of an early Annual Leave request, eligible employees may take annual leave days after completion of a minimum of three (3) months of service.
- For example:** Assume a Regular Employee in Grade 12 whose date of employment commencement is March 1, he/she may claim the early Annual Leave from September (i.e. after 6 months). By September, the employee would have accrued more than 18 working days. If this employee takes his/her annual leave in September, he/she would be entitled to the number of days accrued by December 31; in this case, 31 days ($37/12 = 3.08$ per month, $3.08 * 10 \text{ months} = 30.83$ - rounded to 31 days)

4.1.7 Annual Leave Spread Over to the Next Calendar Year


- 4.1.7.1 Regular Employees are allowed to spread over their annual leave balance to the next calendar year if they still have outstanding leave balance (above the allowed carry over limit) at the end of the calendar year that needs to be cleared.
- 4.1.7.2 Annual Leave days taken will be deducted from the previous year as long as the 1st day of the annual leave is on or before the 31st January of the next calendar year.
- 4.1.7.3 The annual leave spread over must be completed before the end of February of the next calendar year.
- 4.1.7.4 Such annual leave may not be combined with the next year annual leave.

4.1.8 Split Leave

- 4.1.8.1 Where annual leave is taken in two or more parts, this will not affect the class/number of airfares to which an eligible employee and eligible dependents are entitled to when taking the annual leave once.
- 4.1.8.2 At least one portion of the annual leave shall be for a minimum period of two consecutive weeks. The remaining portion or portions are expected to be taken during the same year, wherever possible.

4.1.9 Public Holidays During Annual Leave

- 4.1.9.1 Public holidays are not counted against annual leave entitlements.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 6 of 15	

4.1.9.2 An employee is entitled to start or extend their annual leave by the number of public holidays provided that it has been approved by his/her immediate supervisor or Unit Head.

4.1.10 Sickness During Annual Leave

4.1.10.1 If an employee falls sick and is hospitalized during his annual leave, HBKU may extend or credit his annual leave entitlements by the number of hospitalization days. The employee is required to produce necessary documentation confirming such hospitalization to the satisfaction of a doctor nominated by HBKU. He may be required to undergo a medical examination on his return from annual leave.

4.1.11 Return From Annual Leave

4.1.11.1 Employees must return to work on or before the date specified in the approved annual leave request.

4.1.11.2 In the case of late return with notification:

- a) An employee who does not report for duty on the scheduled date after his annual leave period shall be considered absent from work without permission and the employee absence will be considered as an Unauthorized absence. The employee must make every effort to inform his immediate supervisor/Unit head of the reasons for the delay and the anticipated date of return. The supervisor/Unit head shall immediately inform the Human Resources Directorate.
- b) Unforeseen circumstances, such as, serious illness or death of a family member, an airline unforeseen delay, etc. would be considered by HBKU to justify late return and extension of the employee annual leave, provided the employee promptly notifies HBKU at the time of such occurrence and subsequently produces documentary evidence acceptable to HBKU justifying such late return.

4.1.11.3 **In the case of late return without notification** or if the employee failed to notify HBKU of the delay beforehand, or if the reason for the delay is not considered to be justifiable by his Unit head or the HR Director, the days of absence will be treated as leave without pay, and the employee may be subject to disciplinary action in accordance with HBKU policies.

4.1.11.4 In the case of failure to return from annual leave:

- a) If the employee does not resume duty for a period of more than 7 consecutive days from the last day of annual leave without providing satisfactory written explanation to his or her immediate supervisor, he/she will be subject to sanctions under the applicable law and HBKU policies.
- b) It will be considered that the employee has absconded duty and hence will be considered as Job Abandonment that may lead to job termination. His/her case shall be referred to the HR Director for appropriate action.

4.1.11.5 **In the case of an employee early return from annual leave** without the prior approval of his/her Unit head and the HR Director the unused portion of the annual leave period will not normally be credited to his annual leave entitlement.

4.1.12 Annual Leave Pay


4.1.12.1 Annual Leave Pay on Termination: An employee whose employment is terminated will receive accrued annual leave pay on a pro-rated basis.

4.1.12.2 Annual leave salary advance: employees can apply for an annual leave salary advance if the number of annual leave days exceeds 15 working days.

4.2 Other Authorized Leaves of Absence

4.2.1 Responsibilities

4.2.1.1 **Employees:** The employee is responsible for presenting a request for leave of

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 7 of 15	

absence to his supervisor and for producing required evidence, where possible, in support of such requests to the satisfaction of HBKU management.

4.2.1.2 **Immediate Supervisor:** The employee immediate supervisor is responsible for reviewing requests for leaves of absence submitted by their employees and for recommending appropriate action to the concerned Unit Head.

4.2.1.3 **The Human Resources Directorate:** The Human Resources Directorate is responsible for:


- a) Interpreting HBKU's policy regarding leaves of absence.
- b) Developing necessary controls for its effective application.
- c) Advising managerial and supervisory staff on the application of such policy.

4.2.2 General Principles

- 4.2.2.1 HBKU recognizes that it may, on occasion, be necessary for an employee to be absent from his work for personal or other reasons beyond his control.
- 4.2.2.2 HBKU may grant leaves of absence with or without pay of reasonable duration when, in the opinion of HBKU's management, the circumstances justify such leave.
- 4.2.2.3 In each case, leave of absence will be for specifically designated periods of time, and will be restricted to the minimum period required in the particular situation.
- 4.2.2.4 Leaves of absence without pay will not generally be granted in cases where the employee has accrued annual leave credits and HBKU policy permits the scheduling of annual leave in lieu of such leave without pay.
- 4.2.2.5 Positions of employees on authorized leave of more than six (6) months may be filled.
- 4.2.2.6 When the employee resumes duty, he/she will be offered a suitable position equal to his/her qualifications and at a level not less than his/her former position level if available.
- 4.2.2.7 Notwithstanding the above, HBKU does not guarantee the employee a position upon return and is not obliged to offer the employee an alternative position.

4.2.3 Sick Leave

- 4.2.3.1 Employees are expected to arrange medical appointments at times convenient to HBKU outside normal working hours as defined in the Work Schedule Policy. If this is not possible, the employee must obtain prior approval for such absences from their manager/supervisor.
- 4.2.3.2 If the employee has no alternative but to arrange appointments during the working day, he/she should aim to minimize the effect on the working day – for example, ensuring appointments are early in the morning or late in the afternoon. In such cases, the employee may be required to make up some or all of the lost time and must agree on the amount of that time with their manager/supervisor.
- 4.2.3.3 If an employee needs a course of medical treatment requiring repeated absences from work, this must be agreed with the immediate supervisor and the Unit Head as part of their sick leave entitlement and how much time will need to be made up, if any.
- 4.2.3.4 HBKU Human Resources Directorate may seek a second opinion and/or authentication of medical reports/doctors' notes by HBKU doctors or other means when required.
- 4.2.3.5 Employees are entitled for sick leave in accordance with the following:
 - a) Sick leave is not applicable to individuals engaged with HBKU on arrangements that do not include such entitlement, including interns, volunteers, affiliates, contingent workers, and individual contributors.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 8 of 15	

- b) Eligible Employees are entitled to sick leave after completing three (3) months of employment including any probation period. In cases of illness before completion of the three (3) months of service including sickness during the probation period, and under exceptional circumstances, eligible Employees may be granted up to three (3) days of sick leave, provided that a valid medical certificate is submitted.
- c) Sick leave with pay for more than two consecutive working days at a time, shall be certified by an appropriate medical report from a qualified and licensed physician, a recognized medical establishment, and/or HBKU doctors.
- d) Fully paid sick Leave shall not exceed ten working days (10) per calendar year, as verified by the Human Resources Directorate.
- e) Regular Employees who completed three (3) months of service at HBKU and who exhausted the 10 working days of fully paid sick leave per calendar year may be granted additional sick leave as per the table below. Additional sick leave may be granted based upon a medical report or recommendation by a physician from a reputable medical establishment.

Period of Sickness (Working days)	Sick Pay Rate
Sick leave that extends to next 40 working days after the first 10 days	Half pay
Further additional sick leave for Subsequent 40 working days	No pay

- f) Non-Regular Employees who are eligible for sick leave including limited term employees, freelancers, visiting faculty and scholars, and postdoctoral scholars who completed three (3) months of service at HBKU and who exhausted the 10 working days of fully paid sick leave per calendar year may be granted additional sick leave as per the table below.

Period of Sickness (Working days)	Sick Pay Rate
Sick leave that extends to 4 other weeks after the first 10 days	Half pay
Further additional sick leave after the 4 weeks	No pay

- g) HBKU reserves the right to terminate the services of an employee after exhausting sick leave entitlement if it was proved, by a report issued by the competent physician, that the worker became unable to resume his work at that time.

4.2.3.6 Sick Leave entitlement is not cumulative from one year to the next.

4.2.3.7 If an employee falls sick during the probationary period, he/she must provide a medical certificate.


4.2.3.8 If an employee becomes sick while outside Qatar, the employee must submit a medical report from a qualified physician or a recognized medical institution in the country where the employee is located. HBKU HR reserves the right to accept or reject the provided medical report if not attested by the Qatar Embassy of the country where the employee illness occurred and medical report issued, and the Ministry of Health in Qatar.

4.2.3.9 If Sick Leave is used for reasons other than illness, the leave time shall be deducted from the annual leave entitlement or considered as unpaid leave.

4.2.3.10 Misuse of sick leave will lead to disciplinary actions.

4.2.4 Hospitalization/Long Term Sick Leave:

4.2.4.1 Long term sick leave due to hospitalization, accident, surgery, or other health related conditions may be granted upon recommendation by a qualified physician from a reputable medical establishment.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 9 of 15	


- 4.2.4.2 Employees who are requiring special treatment locally or overseas will be entitled to Long Term Sick Leave provided that their Long-Term Sick Leave request is supported by a medical report attested by the following institutions:
- If locally in Qatar, attestation by the Qatar Ministry of Public Health
 - If overseas, attestation by the Ministry of Health from the country they are in, the Qatar Embassy of the country they are in, and from the Qatar Ministry of Foreign Affairs.
- 4.2.4.3 The period of the Long-Term Sick Leave including the treatment and recuperation period will not be set against the employee's Sick Leave credits. However, the period of such leave will only take effect after consuming the first 10 days of sick leave as per the policy.
- 4.2.4.4 The Entitlement of the Hospitalization/Long Term Sick Leave will be up to six months with pay and accumulative over five (5) years of service. If all 6 months weren't consumed, the employee can apply again for a Long-Term Sick Leave within the five years.
- 4.2.4.5 Only Employees who have completed a minimum of one (1) year service in HBKU will be eligible for the Long-Term Sick Leave.
- 4.2.4.6 Long Term Sick leave must be approved by the employee's Entity or Unit Head and the HR Director

4.2.5 Work Related Accidents/ Injuries:

- 4.2.5.1 For work-related accidents/injuries, except cases of willful self-injury, the entire period of the illness/treatment will be at full pay up to a maximum of 6 months. If medical treatment and inability to work continue beyond the initial period of six (6) months, the employee will receive 50% of the gross salary for a further period of six (6) months or until such a time as either:
- The employee is fit to resume duty, with compensation for any proven disability,
 - The employment contract is terminated for medical reasons, with compensation for any proven disability, or
 - The employee dies.
- 4.2.5.2 Accidents during direct travel to and from work should be reported to the HR Directorate. If the accident is not due to the employee's own gross negligence or willful act, it will be treated as a work accident. The HR Directorate will be involved in any investigation undertaken by the authorities.
- 4.2.5.3 HBKU will bear the full cost of all medical treatment required by employees suffering from work-related illness or the effects of work-related accident.

4.2.6 Sickness In Family Leave

- 4.2.6.1 In the event of sickness of the father, mother, spouse, or children of a Regular Employee who completed the probation period and a minimum of three (3) months of employment at HBKU since the start of his/her employment, the employee is entitled to a Sickness in Family Leave to care for the family member.
- 4.2.6.2 Eligible employees are entitled to a maximum of five (5) working days of paid Sickness in Family Leave per calendar year but no more than two (2) consecutive days if the family member is located in Qatar and no more than three (3) consecutive days if the family member is located outside Qatar.
- 4.2.6.3 This type of leave can be combined with any other type of leave.
- 4.2.6.4 Employees are required to submit a medical report from a qualified physician or a recognized medical institution in the country where the employee's family member is located. HBKU HR reserves the right to accept or reject the medical report provided by a physician or a medical institution.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 10 of 15	

4.2.7 Casual Leave

- 4.2.7.1 HBKU Regular Employees are entitled for Casual Leave to attend to personal matters in accordance with the following:
- 1- Eligible employees are entitled to paid Casual Leaves of 4 working days per calendar year.
 - 2- A Casual Leave should be of minimum 1 day and maximum 2 consecutive days.
 - 3- Employees are eligible for Casual Leave only after successful completion of the probation period.
 - 4- This type of leave can be combined with any other type of leave.
 - 5- Casual Leave cannot be carried forward to next year. Unused casual leave shall lapse at the end of the year.
 - 6- Employees are encouraged to apply for leave in advance. If due to unforeseen circumstances, an employee is not able to do so, the employee is required to inform his/her line manager who will send an email to the Employee Relations team to update the system.

4.2.8 Special Leaves

- 4.2.8.1 HBKU grants employees under special circumstances leaves of absence with or without pay.

4.2.8.2 Compassionate Leave


- 4.2.8.2.1 Compassionate leave may be granted to employees in cases of critical illness, developing a life-threatening disease or fatal injury or death of the employee's father, mother, spouse, children, brother, and sister for the period of:
- Up to 5 working days compassionate leave with pay Within Qatar
 - Up to 8 working days compassionate leave with pay Outside Qatar
- 4.2.8.2.2 Compassionate leave should be taken at the time of the unfortunate incident and not later.
- 4.2.8.2.3 If the death occurred while an employee was on leave in his/her home country, the employee is not entitled to a compassionate airfare.
- 4.2.8.2.4 A round-trip economy class air ticket for sponsored employee only may be granted for compassionate leave due to the death of an immediate family member.

4.2.8.3 Marriage Leave

- 4.2.8.3.1 Employees who have completed a minimum of six (6) month's service in HBKU at the time of marriage, are entitled to a Marriage Leave of up to seven (7) working days with pay once during the tenure of service.
- 4.2.8.3.2 HBKU reserves the right to require proof of marriage from the employee.

4.2.8.4 Haj Leave

- 4.2.8.4.1 All Muslim employees are entitled to a Haj leave of not more than twenty days or fourteen (14) working days, whichever is less, with pay. This benefit can be utilized once only during the employee's tenure of service and will be subject to operational requirements.
- 4.2.8.4.2 In addition, the employee may request a maximum of five (5) working days leave without pay or against his/her earned annual leave entitlement to fulfill his Haj, if required.
- 4.2.8.4.3 The HR Directorate will invite applications from employees who desire to go on pilgrimage at an appropriate period prior to the date of departure for Haj.
- 4.2.8.4.4 HBKU reserves the right to require proof from employees that Haj has actually been undertaken. This will be based on verification of the passport of

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 11 of 15	

the employee.

4.2.8.5 Maternity Leave


- 4.2.8.5.1 Female employees who have been employed by HBKU for one year or more or who have an employment contract of a minimum of one (1) year and who completed a minimum of three months of service are eligible for Maternity Leave benefits of up to (fourteen) 14 weeks with full pay.
- 4.2.8.5.2 Female employees on an employment contract of less than (1) one year and who have been employed by HBKU for less than one year, are not entitled for Maternity Leave and must apply for other eligible types of leave, such as annual, sick, or unpaid leave.
- 4.2.8.5.3 Employees desiring more than fourteen (14) weeks of maternity leave may request additional leave of up to twenty (20) working days without basic pay.
- 4.2.8.5.4 Within the fourteen (14) weeks of paid maternity leave, the employee continues to accrue her annual leave days.
- 4.2.8.5.5 Upon return to work after maternity leave, female employees are entitled to two (2) hours off per day during regular working hours to attend to their child for two (2) years from the time the female employee resumes duty from the leave. However, the two (2) hours will not be applicable during reduced working hours, e.g. Ramadan.
- 4.2.8.5.6 All female employees on further studies and female sponsored trainees are entitled to a paid Maternity leave. The sponsored trainees leave will be according to her university's policy.
- 4.2.8.5.7 In case of stillbirth or miscarriage, special leave can apply for two weeks and up to 30 days based on an attested medical report. The leave will be effective from the date of the stillbirth or miscarriage as stated in the medical certificate issued by the hospital.
- 4.2.8.5.8 If the female employee gives birth to twins or more, she will be granted to have a special maternity leave of seventeen (17) weeks with full pay.
- 4.2.8.5.9 An expectant female employee must inform their line manager twelve (12) weeks in advance of their planned maternity leave start dates based on the expected due date for childbirth. This will enable line manager plan for the maternity leave duration to meet operational requirements.

4.2.8.6 Paternity Leave

- 4.2.8.6.1 Male employees who completed a minimum of three (3) months of employment at HBKU will be granted five (5) working days of leave with pay on the occasion of the birth of their child to be with their spouse. This will be granted once a year. Employees will be required to furnish the birth certificate to HR Directorate within two (2) weeks from the birth date of the child.

4.2.8.7 Patient Escort Leave

- 4.2.8.7.1 National employees may be granted Patient Escort Leave at the discretion of the concerned Unit Head in consultation with the HR Director, subject to operational requirements, on the following basis:
 - Escort leave entitlement will not be linked to the employees joining date.
 - The patient whom the employee is escorting should be a close relative (Spouse, Father, Mother, Child, Brother, Sister).
 - Payment during escort leave will be at full pay including appropriate allowances.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 12 of 15	

- The treatment of the patient outside the country must be recommended by the Medical Board Commission and authorized by appropriate government authority. On return, the employee must obtain from the appropriate government authority, a letter addressed to HBKU, stating the actual period of the patient's treatment outside Qatar.
- There will be no limit on the patient escort leave for overseas treatment. Patient escort leave for overseas treatment will cover the entire treatment period as long as the treatment is recommended by the relevant government authority and expenses covered by the government.
- Employee will continue earning his/her annual leave days during the escort leave period.

4.2.8.7.2 Employees must inform the HR Directorate if their escort leave is extended for any reason.

4.2.8.7.3 If it is operationally inconvenient to release the employee and should it be proved that the patient may have other relations who can escort him/her, then HBKU may ask the employee to reconsider his/her decision to proceed on Patient Escort Leave.

4.2.8.7.4 Should it be proved to HBKU that the employee absented himself/herself without permission after the expiry of the period assigned for the treatment of the patient whom the employee is escorting abroad, the period of extended absence would be without salary and allowances and the employee may be subject to disciplinary action.

4.2.8.8 Leave for "Al Uddah" Observance

4.2.8.8.1 Muslim female employees are granted, on request, four (4) months and ten (10) days fully paid leave upon the demise of her husband to observe "Al-Uddah" period, as prescribed by the Islamic Sharia.

4.2.8.8.2 Such leave includes the compassionate leave described above. However, it is separate from the employee annual leave.

4.2.8.9 Official State Mission Leave

4.2.8.9.1 If HBKU receives a request from a Government department or National Association to release an employee to represent Qatar in sports or any other event, the individual will be allowed special paid leave provided his Unit Head is able to arrange for the individual's work to be carried out by another member of staff.


4.2.8.9.2 In cases where HBKU is asked to have one or more of its employees to represent Qatar other than in a National Team, each case will be considered on its merits, by the HR Director in consultation with the Unit Head concerned.

4.2.8.9.3 In all cases the HR Director has the authority to release employees to represent the State.

4.2.8.10 Examination Leave

4.2.8.10.1 A National employee who is continuing his education is eligible for an examination leave with full pay for the days he is required to sit for the examination, provided that he submits to HBKU's management the necessary documents to substantiate that he:

- Has been enrolled in an educational institution approved by HBKU, and
- Has attended all the examination days.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 13 of 15	

4.2.8.10.2 Expatriate employees will be eligible for five (5) working days as Examination Leave on training relevant to the job while for Nationals; it will be as determined by the training provider and HR Directorate.

4.2.8.10.3 The examination leave will be limited to an unrepeatable scholastic year and for the first-round examinations. However, HBKU may grant examination leave for second round examinations when it is deemed justifiable to do so by the HR Directorate.

4.2.8.11 Unpaid Study Leave

4.2.8.11.1 HBKU may consider granting a National employee unpaid study leave for a specific duration.

4.2.8.11.2 If the duration of the study leave exceeds one year, the position of the concerned employee may be filled.

4.2.8.11.3 When the employee returns, a new position shall be created for him/her commensurate with studies and at a level not less than his former position.

4.2.8.11.4 During unpaid study leave, employee's basic salary, all allowances and contribution to statutory pension scheme will be stopped. There will be no accrual of annual leave during the unpaid study leave.

4.2.8.12 Professional Staff Recruitment Leave

4.2.8.12.1 Faculty employees who have fulfilled their contractual obligations and who have notified the College/Research Institute that they will not be returning for the next academic year, will be entitled to 5 working days paid leave to attend any recruitment fair.

4.2.8.12.2 HBKU reserves the right to require proof from employees that they actually attended such fairs.

4.2.8.13 National / Military Service Leave


4.2.8.13.1 All male Nationals aged between (18 – 35) years old are entitled to National / Military Service Leave with full pay, as per the Emiri Decree dated 11 March, 2014.

4.2.8.13.2 Nationals who have completed or graduated from accredited college or higher education institutions, with not less than two (2) years of study, will be entitled to a leave of three (3) months. For Nationals who have graduated from high school or from accredited colleges with less than two (2) years of study, will be entitled to four (4) months leave.

4.2.8.13.3 National employees/trainees should submit their requests for the National service leave to their immediate supervisor/line manager with reasonable advance notice of not less than (1) month before proceeding to military service. In cases where National employees/trainees were contacted by the Ministry of Defense to attend the service, the employee/trainee must inform his immediate supervisor/line manager for planning purposes to ensure that HBKU's operations are not affected.

4.2.8.13.4 National males should submit their leave requests to their immediate supervisors and should be approved by their manager. The application from the Ministry of Defense must be attached to the leave request before submitting to Human Resources Directorate for processing.

4.2.8.13.5 National males are expected to return and resume their work within fifteen (15) days after completing National Military Service with evidence of service by providing a completion certificate and/or documents confirming their successful completion and to justify their return from the leave. Disciplinary

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 14 of 15	

action will be applied if employee/trainee did not resume duty after the lapse of the 15 days.

4.2.8.14 Parental leave care with disabled child/children


- 4.2.8.14.1 Parents employee on indefinite full-time contract with disabled child/children under eighteen (18) of age can be provided with up to one (1) year special care leave with pay to care for her/his disabled child or children. It is required to provide an attested medical report from Hamad Medical Corporation (HMC) confirming that the child needs parent's support and care. If both parents are working in HBKU, only one will be eligible for such leave.
- 4.2.8.14.2 The employee will be entitled to such leave after completion of one year of service with HBKU.
- 4.2.8.14.3 Annual leave is not accumulative during this parental leave care.
- 4.2.8.14.4 The Entitlement of the parental care Leave will be up to 12 months with pay and accumulative over five (5) years of service. If all 12 months weren't consumed, the employee can apply again for parent care leave within the five years.
- 4.2.8.14.5 The approval to grant parental leave care will be made by HR Director upon Consultation with concerned Unit Head.

4.2.9 Long Leave of Absence

- 4.2.9.1 Long leave of absence may be granted to eligible Regular Employees on full time contracts to protect continuity of service in situations involving critical illness, educational programs, or a similar type of approved absence from the workplace.
- 4.2.9.2 The granting or denial of long leave of absence and the determination as to whether the leave of absence should be with or without salary and benefits will be considered on a case-by-case basis. The decision to grant such leave will be made by the HR Director, upon consultation with the concerned Unit Head.

4.2.10 Leaves of Absence Without Pay

- 4.2.10.1 Unpaid Leave may be granted as follows:
 - a) Up to 15 working days per year on approval of concerned Unit Head and HR Director.
 - b) Unpaid Leave of up to five (5) working days only may be granted to employees for the most compelling reasons at the discretion of the Unit Head.
 - c) Unit Heads may take the following provisions into account when considering their employees applications for leaves without pay:
 - Leave without pay will not be granted if the employee has an unused annual leave credit.
 - Acceptance of applications for such leave will largely depend on operational requirements and whether the employee can be spared.
 - Duration of the leave shall be for the briefest period possible.
 - If a public holiday coincides with the approved leave period, no additional days are given in lieu thereof.
 - The period of approved leave is considered as accredited service for end of service benefits.
 - Employee basic salary, transportation and any other applicable allowances will be stopped during the leave period, however, housing, utilities, social allowance and HBKU contributions to statutory pension scheme, where applicable will continue.
 - The employee will not accrue annual leave days during leaves without pay.
 - d) Should it be discovered that the employee has obtained unpaid leave under false information; HBKU has the right to take disciplinary action.

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Leaves Policy			
Policy ID Code:	HR-CB.03.006	Rev. 00	Page 15 of 15	

- e) Authorized absence will be treated as leave without pay and will not be counted for the purpose of annual leave earning.
- f) The following formula shall apply to determine one days' pay for the purposes of calculating unpaid leave deduction:

$$\frac{\text{Basic monthly salary} \times 12 \text{ months}}{365}$$

4.2.11 Failure to Return on Expiration of Leave

- 4.2.11.1 Authorized leaves of absence with or without pay will not break the recognized continuous service of an employee provided he returns to work on or before the day following the expiration of his leave of absence.
- 4.2.11.2 If the employee fails to return on expiration of his leave, he may be subject to corrective or disciplinary action including termination of employment in accordance with HBKU policies.
- 4.2.11.3 If an emergency prevents an employee from returning upon expiration of his leave of absence, he must immediately contact his supervisor before his leave expires and request extension of his leave. Granting such extensions will be solely at the discretion of HBKU management.
- 4.2.11.4 If the employee fails to notify his supervisor and unless the extension is approved, he may be considered on unauthorized absence and be subject to corrective or disciplinary action.

5 Associated Procedures, Guidelines, and Supporting Documents

Leave Procedures Document

Leave Application Form

6 References and Related Policies

Employee Relations Policy

Sabbatical Leave Policy

Administrative Leave Pending an Investigation of Allegation Policy

Attendance and Unauthorized Absence Policy

Work Schedule Policy

Compensation Policy

Allowances and Benefits Policy

Corrective and Disciplinary Actions Policy

7 Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.