

## CHAPTER IV

### LEAVES

#### **Article 19: Annual Administrative Leaves**

- 1- Every confirmed employee is entitled to an annual paid leave according to the following schedule:
  - 15 working days for employees with 1 to 5 years of service.
  - 18 working days for employees with 5 to 12 years of service.
  - 21 working days for employees with 12 to 20 years of service.
  - 25 working days for employees with 20 years of service or more.
- 2- The leave of the technician category/grade C employee and above should not be less than 21 working days, irrespective of years of service.
- 3- The leave falls due year by year, and in principal, the annual leave is considered as an indivisible unit. The leave may be divided once only, and the leaves of two consecutive years may also be accumulated with the Management Approval.
- 4- Employees of whichever category, at their request, may be granted a leave without pay of force majeure reasons, provided this leave does not exceed three months; it is conditional that the approval of the Management is obtained.

#### **Article 20: Marriage Leave**

On the occasion of his/her marriage, the employee of whichever category shall be given a special leave of 15 continuous days, including Sundays and official holidays.

#### **Article 21: Maternity Leave**

On the occasion of every delivery, the female employee shall be granted a Maternity Leave for ten weeks, including Sundays and official holidays, according to the conditions stipulated in the new Article 28 of the Labor Law, as amended in Law N<sup>o</sup> 267, dated 15/4/2014.

Moreover, every employee, of any category whatsoever, has the right to be absent from work on the day of delivery.

#### **Article 22: Death Leave**

An employee of whichever category will be granted a special leave as follows:

- 4 continuous days for the death of a member of his/her family (father, mother, brother, sister, husband, wife, children).
- 2 days for the death of the employee's relatives (grandfather, grandmother, grand children, uncle, aunt (Paternal, Maternal) or any member of either families, nephew or niece).
- 2 days for the death of a member of the family of the employee's spouse, limited to father, mother, brother, sister, brother-in-law (Sister's husband).

#### **Article 23: Sick Leaves**

Every employee of whichever category, who presents a medical report, from a physician acceptable to the Bank, evidencing that he/she is in a continuous state of sickness, shall be granted a sick leave as follows:

1. Employee with 3 months to 3 years of service:
  - 1 month full pay.
  - 1 month half pay.
  - 4 months without pay.
2. Employee with 3 to 5 years of service:
  - 2 months full pay.
  - 2 months half pay.
  - 8 months without pay.
3. Employee with 5 to 10 years of service:
  - 3 months full pay.
  - 3 months half pay.
  - 12 months without pay.

4. Employee with 10 to 15 years of services:  
4 months full pay.  
4 months half pay.  
16 months without pay.
5. Employee with 15 years of service and more:  
5 months full pay.  
5 months half pay.  
20 months without pay.

- In case sick leave period with medical reports proof has exceeded 30 working days during the same year, the excess number of total sick leave days shall be deducted entirely from the annual leave of that year, and thus cannot affect the annual leave of the next year.

Sick leaves which are in force at present in some banks and which exceed the arrangements stipulated above, shall remain as an acquired right to the employee, and may not be revoked.