

Attendance and Leave Policy

Purpose:

- The Attendance and Leave Policy of Arkan Graphics outlines the guidelines and procedures for managing employee attendance, tardiness, and leave entitlements in accordance with UAE labour laws.

Scope:

- This policy applies to all employees of Arkan Graphics, including full-time, part-time, and temporary employees.

Attendance Rules:

1. Regular Attendance:

- Employees are expected to maintain regular and punctual attendance at their designated work location during scheduled work hours.
- Tardiness or unexplained absences may impact performance evaluations and could result in disciplinary action.

2. Recording Attendance and duty leaving:

- Employees are required to accurately record their daily attendance and duty leaving through finger print system.

3. Notification of Absence:

- In case of absence due to illness or any other unforeseen circumstances, employees must notify their immediate supervisor or the HR department as soon as possible, preferably before the start of the workday.

Leave Entitlements:

A. Types of Leave:

- **Annual Leave:** All employees are entitled to annual leave as per UAE labour laws. The duration of annual leave is based on the length of service and it is specified in the employment contract.
- **Sick Leave:** All employees are entitled to annual leave in accordance with the labour laws of the United Arab Emirates. The duration of annual leave is determined based on the length of service and is specified in the employment contract. Each employee must schedule their leave with the HR manager before January 13, 2025, and not earlier than 60 days before the date of leave.
- **Sick leave:** Employees are entitled to take sick leave with full pay for a specified duration according to labour regulations in the UAE. This leave must be supported by a certified medical certificate issued by the Abu Dhabi Health Authority in the UAE.

B. Leave Request Procedure:

- Employees must submit leave requests through the company's designated leave management system or by completing a leave application form.
- Leave requests should be submitted in advance, except in cases of unforeseen circumstances, where notification should be given as soon as possible.

C. Leave Approval:

- Leave requests will be reviewed and approved by the employee's immediate supervisor and HR department.
- Approval of leave is subject to operational requirements and the workload of the department.

4. Special Leave:

- Special leave without pay may be granted on a case-by-case basis, subject to approval by the HR department and management.

Compliance and Implementation:

A. Compliance:

- All employees are required to comply with this Attendance and Leave Policy and adhere to the procedures outlined herein.
- Failure to comply may result in disciplinary action in accordance with the company's disciplinary policy.

B. Implementation:

- This policy is effective immediately upon distribution to all employees.
- It will be reviewed periodically to ensure compliance with UAE labour laws and may be updated as necessary.

Conclusion:

- Arkan Graphics values the well-being of its employees and strives to provide a fair and structured approach to managing attendance and leave. Employees are encouraged to familiarize themselves with this policy and seek clarification from the HR department as needed.

Approval:

Essam Attay

CEO

08/01/2025

Employee's Acknowledge

Name: _____ Signature

Position: _____

Date: 08/01/2025