



LEAVES POLICY

Reviewed December 2025

PURPOSE

The purpose of this policy is to provide Hindawi's employees with a standard leaves policy to ensure they maintain a healthy balance between their personal lives and work-related obligations.

SCOPE

This policy applies to all full-time employees of Hindawi.

RESPONSIBILITY

It is the responsibility of direct managers, unit managers, and the HR department to ensure adherence to this policy.

POLICY

The monthly cycle begins on the 21st of each month and ends on the 20th of the following month. Employees are required to obtain prior approval from their direct managers for all time-off requests, including leaves and permissions, except in emergency cases. All requests should be planned ahead and communicated in advance.

Employees are required to submit time-off requests through the HR system in a timely manner. All time-off requests must be submitted either in advance of the intended time-off date or, at the latest, on the same day or within a maximum of five (5) calendar days from the time-off date to be considered valid. Any leave taken without prior approval and submitted after the 21st of the month will be considered an unauthorized absence. Unauthorized absences are strictly prohibited and may result in salary deductions at double the standard rate, in addition to possible disciplinary action in accordance with company policy.

TYPES OF LEAVES

Annual Leave

Employees are entitled to paid annual leave as follows:

- 15 days during the first year of employment.
- 21 days starting from the second year.
- 30 days for employees with 10 years or more of social insurance, or those over 50 years old.

Employees who have exhausted their annual leave balance may request a permitted absence, which will be deducted from their gross salary at double the standard rate. Such absences require prior approval from the employee's direct manager.

Newly hired employees become eligible to request leaves starting from the first day of the second quarter of their employment, while rehired employees may request leaves beginning on the first day of their rehire date.

At the end of the year, a maximum of 10 days of the employee's unused annual leave balance may be carried over to the next year. For employees who have a record of 10 years or more of social insurance or who are over 50 years old, a maximum of 15 days may be carried over to the following year's annual leave balance.

Employees working in certain support-function roles are required to submit annual leave requests no later than 5:00 p.m. on the working day preceding the requested leave date, due to the nature of their duties and the operational needs of their work unit. This requirement may also be applied to any position based on business needs and at the discretion of the department manager.

Days off (Fridays and Saturdays) and public holidays are not counted as annual leave if they fall during an annual leave period.

Employees who spent less than one full year in service shall be entitled to an annual leave in proportion to the period spent in work, provided that they spent 3 months in service.

Upon resignation or termination of employment, the employee shall receive pay for leave days earned but not used within the relevant accrual period. In addition, an employee shall pay for leave days consumed in excess within the relevant accrual period.

An employee can request a half-day leave either from 8:00 am to 12:00 pm or from 12:00 pm to 4:00 pm. This type of leave is deducted from the employee's annual balance.

National Holidays

All employees are entitled to fully paid public holidays, up to a maximum of 15 days per year, as determined by the company's annual announcements in accordance with the Ministry of Manpower's directives.

Sick Leave

Employees are eligible for sick leave as follows:

1. **5 Days Sick Leave:** Employees are eligible for paid sick leave for up to 5 days per calendar year, compensated at 75% of their gross daily salary.
2. **Severe Illness Sick Leave:** Severe illness includes medical conditions that significantly impair an employee's ability to work and may require extended treatment or hospitalization. This includes, but is not limited to:
 - i. Hospitalization: Admission to a hospital for treatment or observation.
 - ii. Chronic Conditions: Long-term health issues needing ongoing care.
 - iii. Serious Injuries: Injuries requiring surgery or extensive recovery.
 - iv. Major Health Events: Critical incidents like heart attacks or strokes needing urgent attention.
 - v. Infectious Diseases: Epidemics such as COVID-19 and infections like the coronavirus, along with their symptoms.

Employees in this category are entitled to receive 75% of their gross daily salary for the first 90 days of sick leave and 85% for the subsequent 90 days. Payments will be processed through the company, and approval from both the onsite physician and the HR department is required. If sick leave exceeds 180 days within a calendar year, the employee will be referred to a medical board for evaluation.

3. Unpaid Sick Leave

If an employee requires more than 5 sick days in a calendar year and the medical case is not classified as severe, they must claim this from the state medical insurance authority.

A medical sick note from a state medical insurance hospital is necessary to request sickness compensation.

4. Compensation will be:

75% of the daily rate based on the social insurance wage.

85% of the daily rate based on the social insurance wage for any sick leave exceeding 90 days.

Total sick leave in one calendar year must not exceed 180 days. Sick notes must be submitted to the company for approval, although payment will be made by state authorities.

Medical Documentation Requirements:

Employees must upload a soft copy of the medical sick note in the HR system and provide a hard copy to the HR department if required.

Appropriate medical documentation includes:

- A sick note from a physician within Hindawi's medical insurance network, or
- A medical note from an outside physician approved by the network physician.
- The sick note must be signed, stamped, and clearly indicate the medical condition, the number of rest days needed, and the start and end dates of the leave. If the dates are not specified, sick leave will be calculated from the date of consultation or the date on the medical documentation counting consecutive calendar days.

The HR Department may consult with the onsite physician regarding sick leave requests and may require additional medical documentation when necessary. HR reserves the right to approve, modify, or deny any sick leave request. Employees who misuse the sick leave policy may be subject to disciplinary action, up to and including termination.

Bereavement

An employee is eligible for this type of leave in the case of the death of a first-degree relative (father, mother, brother, sister, husband, wife, son, or daughter).

A bereavement leave can last a maximum of three calendar days from the day of the incident.

Business Trip

An employee who travels abroad or within Egypt to complete business tasks should request this type of leave.

Maternity Leave

Female employees are entitled to a maternity leave of four months, which includes both pre- and post-childbirth periods, with a minimum of 45 days required to be taken after childbirth. Employees are eligible for this leave for this leave up to three times during their employment.

A medical certificate confirming the expected delivery date is required for the maternity leave.

Maternity leave will be paid, and a deduction will be made from the monthly salary for compensation related to Article 77 of the Social Insurance and Pensions Law (Law No. 148 of 2019).

For performance-based employees, payment will be based on their basic salary.

Breastfeeding

Any female staff member shall be entitled to a daily rest period of an hour for nursing during the 24 months following the date of her child's birth.

Extended Childcare Leave

After completing the maternity leave, the female employee has two options:

1. Work from Home: The employee can choose to work from home for up to five months and then return to the office. During this period, social insurance coverage will remain active.

2. Childcare Leave: The employee may take unpaid leave for a maximum of two years or until the end of her employment contract, whichever occurs first. During this option, social insurance will be suspended, and the company may fill the position with a suitable candidate, meaning the position is not guaranteed.

The childcare leave is not granted more than three times during the employee's service period. Eligibility requires that the employee has been with the company for at least one year, and there must be at least two years between the first and second leave periods.

Paternity Leave

Any male member of staff is entitled to a paid leave of three calendar days from the date of his child's birth.

Marriage Leave

An employee who spent at least six months at Hindawi is entitled to two paid calendar weeks as a marriage leave.

The employee is entitled to this type of leave once during their employment with Hindawi. The approvals of the direct manager and the Human Resources Department must be obtained.

Military Leave

Male employees who are drafted into the military for service or for training purposes are eligible for a paid leave for the length of their draft.

Upon return, the employee should provide proper documentation to the Human Resources Department showing the period during which he served.

Pilgrimage Leave

An employee who has served at Hindawi for five consecutive years is eligible for one month of paid leave to perform Hajj or visit Jerusalem.

This leave is granted only once during the whole employee's service period.

Educational Leave (Core of Business)

This type of leave is granted only with the approval of the HR department and the direct manager, after carefully assessing the type of training/education to determine if it is directly related to the core of the employee's job role or not.

Employees are entitled to 15 days of paid educational leave and an additional 15 days of unpaid leave. The balance of these leave days is valid for one year from the date of approval or the completion date of the training or education, whichever comes first.

Employees must provide appropriate documentation to the HR department outlining the scope and purpose of the training or education for which leave is requested.

Approval from both the direct manager and the Human Resources Manager is required.

Before submitting a leave request, employees should coordinate with their direct manager to clarify the reason for the request and arrange the leave dates. Additional documents, such as a schedule of lectures, may be requested by the direct manager or HR department to facilitate approval.

Unpaid Educational Leave (Noncore of Business)

Employees at Hindawi may be granted training leave to further their education or training in any field of study at the discretion of the company, upon the approval of the HR department and the direct manager.

Employees are entitled to 30 days of unpaid leave, with the balance valid for one year from the date of approval or the completion date of the training or education, whichever comes first.

Employees must provide appropriate documentation to the HR department outlining the scope and purpose of the training or education for which leave is requested.

Full-day requests must be submitted through the leaves module.

Approval from both the direct manager and the Human Resources Manager is necessary.

Before submitting a leave request, employees should coordinate with their direct manager to clarify the reason for the request and arrange the leave dates. Additional documents, such as a schedule of lectures, may be requested by the direct manager or HR department to facilitate approval.

Permitted Absence

Employees who have used their annual leave may take additional days off as permitted absence with manager approval; such leave is deducted from their gross salary at double the rate

Permitted Absence (During Probation)

Newly hired employees, during the first quarter of their employment, are eligible to request not more than 5 days of leave upon the approval of their direct manager. A permitted absence in this case is deducted from the employees' salary at a single rate.

An employee is entitled to a maximum of 2 days in the first month of their probation period. If they are not used, they are automatically transferred to the next month such that, by the end of their probation, the employee can take 5 days off in a row.

Unpaid Leave

Employees who have an emergency that necessitates taking time off can use this type of leave for a maximum of one calendar month.

The minimum number of days that can be requested as unpaid leaves is 7 working days in emergency cases only, including Fridays and Saturdays.

Unpaid leave is deducted from the employees' gross salaries at a single rate and requires the approvals of the direct manager, head of unit, and the Human Resources Manager.

Workday

An employee who performs a business task that lasts a full working day outside the premises due to their job nature should request this type of leave. The direct manager's approval must be obtained.

TIME PERMISSIONS:

Permission (Unpaid)

Hindawi allows employees to request unpaid time permissions with prior approval from their direct manager. Each permission is deducted from the employee's gross salary at a single rate, and must be requested in fixed units of either one hour or two hours. Employees may request up to two permissions per month. Any request exceeding two hours will not be treated as a permission and will result in deductions at double the standard rate.

Morning Late/Early Out Permission

All employees are entitled to a total of 60 minutes per month for lateness or early departure. This entitlement can be utilized in various ways, either as one hour taken at a time or as several minutes accumulated throughout the month.

Work Mission

An employee who performs business tasks outside the premises should request this type of leave. The direct manager's approval must be obtained.