

Initiative for Social Action Foundation (INSAN)

Annual Leave, Attendance & Sick Leave

Working from Home

- In exceptional circumstances staff may be permitted to work from home. Staff must inform their line-manager one week prior to the requested date. Line-managers must inform the HR Officer in advance.

Annual Leave

- All full-time staff is entitled to 30 days paid holiday per year. This annual leave includes bank and national holidays.
- In exceptional circumstances staff can choose to work on Bank holidays and take their leave outside of these days.

Date	DAY	HOLIDAY
1 May	Sun	<u>Labour Day</u>
3 May to 4 May	Tue to Wed	<u>Eid al-Fitr Holiday</u>
22 May	Sun	<u>Unity Day</u>
10 Jul to 12 Jul	Sun to Tue	<u>Eid al-Adha Holiday</u>
30 Jul	Sat	<u>Islamic New Year</u>
26 Sep	Mon	<u>Revolution Day</u>
14 Oct	Fri	<u>Liberation Day</u>
30 Nov	Wed	<u>Independence Day</u>

- All staff must use their annual-leave form to request annual leave from their line-manager.

Initiative for Social Action Foundation Republic of Yemen



- Staff wishing to take annual leave for less than one week at a time must give one week's notice to their line-manager. The Line-Manager must inform the HR officer upon signing the annual leave form.
- Staff wishing to take annual leave for more than one week at a time must give one month's notice to their line-manager. The Line-Manager must inform the HR officer upon signing the annual leave form.
- Notification of annual leave given after the requested date will not be considered. In such cases staff will be marked as absent and a pay adjustment will be made.
- A maximum of 5 days annual leave can be carried over from one year to another. Staffs are encouraged to take their leave before the year is up.

Attendance & Signing In

- All staff, including the SMT, must sign in and sign out each day.
- Staff should note that if they are not on the attendance sheet an absence will be marked in the payroll system and pay will be adjusted.
- On the occasion that staff forgets to mark their attendance, they have until 10am the following day to mark their attendance.
- In the case of events or any official out of office activities, the HR Officer must be notified in advance.

Sick Leave

- Staffs are entitled to 0 days sick leave in their first year of employment with INSAN. Days taken off due to sickness can be deducted from the annual leave allowance or can be marked as absent in which case the salary for the month will adjusted.
- Staffs that have been with INSAN for more than 1 year are entitled to 5 days sick leave.
- All Staff members' sick for 3+ days in a row must provide a Drs. Certificate so INSAN can apply for their Statutory Sick Pay.

Approved By:

General & Executive Manager

Ghulam Mustafa Tabassum

Date: 1st January 2021