

AI Caravan Ltd. Leave Policy (fictional, for training only)

Document reference: HR-POL-02, version 3, effective 1 January 2026. Owner: HR coordinator.

Leave Policy, section 1: Scope

This policy applies to all permanent employees of AI Caravan Ltd. in Jordan. Contractors and interns are covered by their individual agreements, not by this policy.

Leave Policy, section 2: Annual leave

Every permanent employee is entitled to 24 working days of paid annual leave per calendar year. Leave accrues at two days per month of service. Employees in their first year may take leave only after completing the three-month probation period.

Up to 5 unused days may be carried over into the next calendar year and must be used before 31 March. Days not used by 31 March are forfeited. Annual leave is not paid out in cash except on termination of employment.

Leave Policy, section 3: Requesting leave

Leave requests are submitted in the HR portal. Requests of one or two days need two working days of notice. Requests of three days or more need ten working days of notice. The line manager approves or declines within three working days; a request with no answer after three working days is escalated automatically to the HR coordinator.

Leave during the last two weeks of a quarter requires approval from both the line manager and the department head.

Leave Policy, section 4: Sick leave

Employees receive 14 days of paid sick leave per calendar year. Absences of up to three consecutive days may be self-certified in the HR portal. Absences of more than three consecutive days require a medical certificate, uploaded within two working days of returning to work. Sick leave does not carry over.

Leave Policy, section 5: Public holidays

The company observes the public holidays announced by the Government of Jordan. If a public holiday falls on a Friday or Saturday, no replacement day is granted. Employees required to work on a public holiday receive one compensatory day off, to be taken within 30 days.

Leave Policy, section 6: Unpaid leave

After one year of service, employees may request up to 20 working days of unpaid leave per year. Unpaid leave needs 20 working days of notice and approval from the department head. Benefits continue during unpaid leave; annual leave does not accrue.

Leave Policy, section 7: Record keeping

The HR portal is the single record of leave. Managers must not keep separate spreadsheets. Disputes about balances are raised with the HR coordinator within 30 days of the month in question.