



**Title:** Maternity Policy

## Procedures & Forms

HR Policies and Procedures

## Effective Date:

This version supersedes all previous policy and practices related to Maternity Policy. This policy is effective 1<sup>st</sup> April 2019

## Background

The Maternity Policy outlines the entitlement and eligibility of KOJ Group LLC's employees to legislative maternity rights and benefits. The policy sets out the procedure for applying for maternity leave, keeping in touch during the leave period and returning to work thereafter.

## Scope

All employees under the umbrella of the "Group" are governed by this policy.

## Policy and Procedure

In order to be eligible for maternity leave, you must be employed by the company for 1 year (not applicable in KSA)

Employees are required to notify KOJ Group LLC in writing of the date on which they intend to commence maternity leave; and return to work after maternity leave.

Notification must be given at least four weeks before the *employee* intends to commence maternity leave; or if it is not reasonably practicable to do so, as soon as is reasonably practicable.

Application for maternity leave must be made on the standard Leave Application form and the doctor's certificate confirming the pregnancy must be attached thereto. The HR department has the right to ask for a copy of your marriage certificate also.

An employee may commence maternity leave at any time from 20 days before the expected date of birth, unless otherwise agreed; or on a date from which a medical practitioner advice that it is necessary for the employee's health or that of her unborn child.

Any absence from work prior to the agreed maternity leave commencing will be dealt with in-line with the company's sickness policy and the respective labour law of each country.

## Benefits and Conditions

An employee is entitled to at least 45 consecutive day's maternity leave, including both pre and post natal periods.

### UAE

Female employees are entitled to 45 Days paid maternity leave, as long as they have completed 12 months of service.

### Kingdom of Bahrain

Female employees are entitled to 60 Days paid maternity leave, as long as they have completed 12 months of service

### Qatar/Oman

Female employees are entitled to 50 days paid maternity leave as long as they have completed 12 months of service

### Kuwait

Female employees are entitled to 70 days paid maternity leave as long as they have completed 12 months of service. She is also entitled to receive 2 hours daily for nursing mothers for maximum 3 months

During the maternity leave the employee will receive full monthly salary which will be paid on the normal pay day on a monthly basis during the period of maternity leave.

### KSA

Female employees are entitled to 70 days paid maternity leave (10 weeks). She can avail this by utilising 4 weeks prior to delivery and 6 weeks after deliver. A woman may not work during the six weeks immediately following delivery

During the maternity leave, an employer shall pay the female worker half her wage if she has been in his service for one year or more, and a full wage if she has served for three years or more as of the date of commencement of such leave. A female worker shall not be paid any wages during her regular annual leave if she has enjoyed in the same year a maternity leave with full wage. She shall be paid half her wage during the annual leave if she has enjoyed in the same year a maternity leave at half wage.

Men are also entitled to 1 day paternity leave

### All Countries:

In order to further support our female employees, the Group has decided to allow the female employee to enjoy her remaining annual leave balance as well as additional 45 days-unpaid leave- to be added to her Maternity leave entitlement as stated above in-line with the respective labor law of each country.

### **Miscarriages**

An *employee* who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to maternity leave for 25 days after the miscarriage or stillbirth, whether or not the *employee* had commenced maternity leave at the time of the miscarriage or still birth.

### **General**

If an employee is unable to attend work due to **illness resulting from pregnancy or delivery** at the end of her maternity leave period then she may be absent from work **without pay** for a maximum period of 100 consecutive or non-consecutive days. The employee shall provide KOJ Group LLC with a certificate confirming this illness.

Any annual leave accumulated by the employee up to the date of commencement of maternity leave will remain on her leave record. Such annual leave may be taken by the employee at a date agreed by both KOJ Group LLC and the employee after her return to work.

Employees who make use of maternity leave will continue to be entitled to their annual Performance Bonus and or Ramadan Bonus. In retail, the employee, will be subject to guidelines issued in the retail Staff Bonus Policy.

The annual sick leave entitlement in terms of the conditions of service will not form part of the maternity leave period and will be subject to all the conditions normally applicable to sick leave.

If an employee is unable to attend work due to illness not related to pregnancy at the end of her maternity leave period, then she will be treated just like any other ill employee and must follow the normal arrangements for reporting absenteeism due to ill health.

Any salary increases and/or improvements in the conditions of employment that may be implemented for employees of KOJ Group LLC will automatically apply to any employee who is away on maternity leave at the time.

The period of maternity leave will be considered as continuous service for the following benefits:

Gratuity

Long Service Awards

Eligibility for annual leave

Performance bonus

If an employee decides not to return to work at the end of her maternity leave period, then she must give the period of notice stipulated in her contract

The validity of any disciplinary action in force at the commencement of maternity leave will be suspended and recommence on the date of return from maternity leave.

In addition, once back to work the lady is allowed take two additional breaks of 30 minutes each in her working day for the feeding of her baby. This time can be added together and taken as one hour at the start or end of the shift, however you will need to seek your line managers approval

### **Maintenance and amendment of the policy**

As with all Group policies (the "Group") may amend this policy at its discretion at any time.