



**Title:** Public Holidays Policy

**Procedures & Forms**

HR Policies and Procedures  
Federal Law

**Effective Date:**

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

**Background**

The Company will strive to ensure that as many employees as possible are able to take time off during any officially announced public holidays, however, this may not always be possible due to normal business and operational requirements.

**Scope**

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

**Policy and Procedure**

Where a public holiday falls on a Friday or Saturday, the day immediately following the Friday or Saturday, will not necessarily be deemed to be the public holiday

In case the holiday falls on an annual leave, the extra day(s) the employee will have that day credited to their total annual leave entitlement

On some occasions, a person may be required to work during a holiday, in which case the person will be entitled to overtime or a rest day in lieu of the public day.

Dates are timed according to local sightings of various phases of the moon as declared by local government.

Government declared official public holidays for private sectors other than those listed below.

For other religious festivals such as Christmas or Diwali will be respected and the day can be taken from the annual leave.

**KSA**

- Four Days for Eid Al- Fitr
- Four Days for Eid Al- Adha
- One day for the National day.

**UAE**

- One Day - Hijra New Year
- One Day - Christian New Year
- Four Days - Eid Al Fitr
- Four Days - Eid Al Adha and Waqfa day
- Two Day - National Day
- One Day – Commemoration Day

**Qatar**

- Three Working Days For Eid al Fitr
- Three working days for Eid Al Adha
- One Working day for Independence Day
- Three Additional Working days as specified by the worker.

### **Bahrain**

- One Day for New Years Day
- One day for Ashura
- One Day for Islamic New Year
- One Day for Mouloud (Birth of the Prophet)
- Two Days for Eid Al Fitir
- One Day National Day
- Two Days Eid Al Adha

### **Oman**

- One Day for New Year
- One Day for Milad Al Nabi (Prophets Birthday)
- One Day for Leilat Al-Meiraj
- Four Days for Eid Al Fitir
- One Day for National Day
- Four Days for Eid Al Adha
- One Day for Islamic New Year
- One day for Renaissance
- One day for HM Sultan Qaboos

### **Kuwait**

- One day for New Years Day
- One Day for Prophet's Birthday (Al-Mawlid Al-Nabawi)
- One Day for Islamic New Year
- One Day for Isra' and Mi'raj
- Three Days for Eid Al Fitir
- Three Days for Eid Al-Adha
- One Day for National Day
- One Day for Liberation Day

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

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