

DDS Leave Policy (Synthetic) v1

Effective date: March 03, 2026 • Dubai (GST)

Note: This document is a synthetic, training-friendly employee handbook for demos, onboarding simulations, and HR-policy chatbot prototypes. It is not legal advice and must be reviewed by qualified counsel before any real-world use.

1. Leave Policy Overview

DDS provides leave benefits to support rest, health, and personal responsibilities. Specific entitlements depend on contract type and applicable law.

Principles:

- Plan early to support team coverage.
- Use the leave system for tracking and approvals.
- Be transparent; avoid last-minute leave where possible.

2. Annual Leave (Example Policy)

- Entitlement: as per employment contract (commonly 22–30 working days per year for full-time roles).
- Accrual: monthly accrual may apply depending on payroll setup.
- Request window: submit at least 7–14 days in advance; longer for trips.
- Approval: manager approval required; HR may review for compliance.
- Peak periods: events/launch windows may restrict approvals; plan accordingly.
- Carry-forward: limited carry-forward may be allowed; unused leave may expire per policy/contract.

3. Sick Leave (Example Policy)

- Use sick leave when you are unwell and unable to work.
- Notify your manager as soon as possible.
- A medical certificate may be required for absences of 2+ consecutive workdays or if patterns suggest misuse.
- If you can work partially (e.g., reduced hours), agree this with your manager—health comes first.

4. Public Holidays (UAE Context)

- DDS observes applicable UAE public holidays for Dubai-based employees.
- For cross-border teams, local public holidays may apply based on contract location.
- HR publishes a holiday calendar annually; managers coordinate coverage for time-sensitive operations.

5. Compassionate/Bereavement Leave (Example Policy)

- Provided in the event of the death of an immediate family member.
- Notify your manager and HR.
- Duration: as per contract/policy; additional unpaid leave may be approved as needed.

6. Maternity / Paternity / Parental Leave (Example Policy)

- Leave entitlements follow UAE labor requirements and contract terms.
- HR will provide case-specific guidance confidentially.
- Managers must support a respectful transition plan before and after leave.

7. Unpaid Leave

- Requires manager + HR approval.
- Approval is case-by-case based on business needs and employment terms.
- Unpaid leave may affect payroll, benefits, and visa arrangements depending on status.

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8. Religious Observances & Ramadan Adjustments

DDS respects religious practices.

- During Ramadan, working hours may be reduced as per UAE regulation for applicable employees.
- Teams coordinate meeting schedules to be considerate of fasting and prayer times.
- Flexibility can be arranged with the manager where role allows.

9. Leave Request & Approval Workflow

- Submit request in the leave system (or approved tracker).
- Add coverage plan: what will be delivered, who will cover, and key deadlines.
- Notify stakeholders for client-facing commitments.
- Wait for approval before booking non-refundable travel (recommended).
- For emergency leave, notify immediately and submit retroactively within 24–48 hours.

10. Misuse, Fraud & Compliance

Misuse of leave (e.g., misrepresenting sickness) may lead to disciplinary action. DDS may request documentation where reasonable and lawful.