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| KAIMOO Since 1979 | Annual leave policy | Policy No | HRPP 006/2024 |
| | | Effective Date | 01 August 2024 |
| All employees | Confidential – Internal communication only | Revision No | 01 |
| | | Revision Date | 01 September 2024 |

1. Purpose

1.1. KAIMOO recognizes the importance of supporting its employees in a way, which promotes and sustains positive, productive and safe working environments and expects employees and their managers to ensure that full use is made of individual leave entitlements to support a positive work-life balance.

1.2. KAIMOO shall provide Annual Leave, which meets the requirements of current employment legislation of Maldives.

2. Scope

2.1. This policy Applies to all full time regular Employees of Kaimoo

2.2. It is the policy of KAIMOO to provide Annual Leave (hereafter referred as AL) to take a break from work. This includes time off for a variety of reasons such as vacation, personal appointments, personal or family illness, and other emergency time off.

2.3. All "scheduled" AL must be requested in advance and approved by the employee's department head and the property Manager.

3. Eligibility

3.1. All full time, regular employees of KAIMOO are eligible for 30 days annual leave with pay, upon completion of 12 months work from the date of joining and not later than completion of 11 months from the second year and must be availed before the end of the following 12 months. Any leave not taken by the end of the leave year will be forfeited. (on exceptional circumstances, where there is a serious operational requirement, the property can extend eligibility of AL for a further 4 months)

3.2. The Company will make every effort to accommodate the Employee's request for leave. Management may require employees to refrain from taking time off during particular periods where the business is very busy.


3.3. All Departments are required to plan AL calendar in the month of December every year and submit it to the Human Resources before the end of December.

3.4. In the same Week where employee begins his/her leave, the employee should NOT be given any Off Days in the Roster as combining of Off Days or other types of leaves with AL are not allowed except for Fridays and public holidays that fall into AL period and will be considered as a combination of AL with Public Holidays.

3.5. Public holidays which fall onto the annual leave period will be added at the end of 30 days. For eg: Employee's annual leave period is 30 days from 1st January to 30th January. The Public Holidays which falls to this period will be counted and added from 31st January.

3.6. Absence from work without prior approval will be deemed as unauthorized absence and would be subject to disciplinary action.



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4. Procedure

- 4.1. Employee should submit the completed leave request form with approval of HOD to property HR or Finance Department and all the documentation should be submitted to corporate HR with the payroll and or leave encashment voucher.
- 4.2. All scheduled AL request forms should be submitted to the Property HR or Finance Department at least 10 working days prior to the requested date of leave.
- 4.3. The annual leave form must be approved and 'signed off' before leave is taken. Staff members should not commit themselves to any leave plans until their leave request is approved in writing.
- 4.4. Employee should not be allowed to work while on AL
- 4.5. If an employee is terminated, he/she shall be paid for the unutilized AL for the 12-month period.
- 4.6. AL cannot be exchanged for money nor can it be carried forward to the following year and all employees are encouraged to exhaust their AL within the 12 months period from the date of entitlement.
- 4.7. Employees are entitled to receive payment in lieu of unutilized annual leave only on resignation, retirement or termination.
- 4.8. In the event of the death of an employee, payment in lieu of any unutilized annual leave shall be paid to the employee's dependent (as declared by the Employee and recognized as the next of kin).


5. Annual Leave when ceasing employment and transfer

- 5.1. If an employee has un-utilized annual leave at the time of ceasing employment, payment for the un-utilized annual leave days will be made with the final payment and disbursed within 7 days of the termination date in accordance with the Employment Act. For eligibility of annual leave, an employee must complete 12 months of work and pro-rated leave entitlement shall not be applied.
- 5.2. If an employee has un-utilized annual leave at the time of an internal transfer, the number of un-utilized days will be carried forward to the new workplace and the date of joining to company remains unchanged.

6. Terminate Leave while on an Authorized Annual Leave

- 6.1. In an unforeseeable situation where the management has to terminate the annual leave and ask the staff to return to duty, a consent has to be taken from the employee in writing.
- 6.2. As in clause 6.1. The balanced annual leave period authorized should be planned with the approval of the employee for a future date.
- 6.3. It is against the Employment Law of Maldives to ask an employee to return to work while on Annual Leave without his or her consent.



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7. Abuse of annual leave

- 7.1. The following situations may constitute as abuse of AL and are subject to KAIMOO's disciplinary policy:
- 7.2. Failure to return to work at the end of the approved leave period, except when a leave of absence for further time off has been approved. Extended leave should be endorsed at least 5 days prior to the end of approved date of return.
- 7.3. Falsification of records and providing incorrect information.
- 7.4. Availing of annual leave without prior written approval.

8. Record Keeping

- 8.1. The following documentation will be used for the execution of the policy
 - Leave application form
 - Duty Rosters
 - Attendance sheets
 - Corrective/Disciplinary Action Form
 - Annual Leave balance report
 - Annual Leave Calendar template / Leave Plan template


9. General

- 9.1. Service charge will be paid for all approved Annual Leave days
- 9.2. If an employee fails to return to work within three days after the conclusion of an authorized leave, without approved extension, will be considered as a vacated post, resulting in the termination of employment
- 9.3. The employee during the annual leave is not permitted to be employed or do any job or any type of business for another party.

10. Ticketing Procedure

- 10.1. The employer at his own discretion have a ticketing scheme in place and will decide on the policies and procedures from time to time
- 10.2. The management will decide on the ticketing for annual leave and will be provided on the cheapest route.
- 10.3. Domestic
 - Airfare or Boat/Ferry tickets will be provided to the permanent address or the closest port to the permanent address of the employee once a year on the cheapest available route determined by the management.
- 10.4. International
 - Air ticket to the nearest international airport closest to his residence, home address whichever is cheaper, on the cheapest air route determined by the management
 - If the employee wishes to upgrade their air ticket, they may choose so by agreeing to pay the difference to the company.



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- In the event of cancellation or rescheduling, any additional cost should be borne by the Employee.
- For Employees working at the resort properties, during transit Management may opt to arrange stay in Male’ and must be approved by HR and the management.

11. Responsibilities

11.1. Employees are responsible to the following


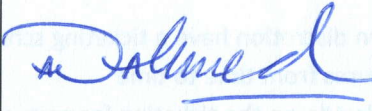
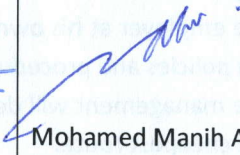
- Become familiar with and comply with policy
- Get advice from HR Department
- Inform the absence as per policy
- Obtain approvals as required in the Policy

11.2. HOD’s are responsible to the following:

- Maintain duty rosters and Annual Leave Calendar
- Ensure all employees are given Annual leave appropriately.
- Ensure that Employees are familiar with and comply with the Policy
- Arrange easy procedure on applying for leave
- Be responsible for maintaining records
- Initiate corrective/disciplinary action

11.3. HR Department

- The implementation of the overall policy
- Provide training and detailed guidance notes on the implementation of the Policy to all the properties and HOD’s Keep employees informed of the procedure
- Keep employees informed of the procedure
- Revise the policy accordingly.

| PREPARED BY | APPROVED | APPROVED |
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