



TIVOLI GROUP

مجموعة تيفولي

OFFICIAL ANNOUNCEMENT

Leave Request Procedure Policy

Department: Human Resources

Date: 05/01/2026

Effective Period: Immediate

Issued By: Chief Human Resources Officer

Purpose

This policy outlines the procedures for requesting and approving employee leave at Tivoli Group. It ensures proper planning, operational continuity, and fair management of employee absences.

Scope

This policy applies to all employees of Tivoli Group.

Policy Statement

All leave must be formally requested through the company's leave management system and is subject to approval. Leave is not considered valid until it has been reviewed and approved by the appropriate authority.

Leave Request Procedure

- Employees must submit their leave request through the system.
- Leave requests should be applied for in advance to allow sufficient time for review and planning.
- Employees are required to wait until the full approval cycle is completed before proceeding with their leave.
- In emergency situations, employees must inform their direct manager and HR as soon as possible, and regularize the request in the system afterward.

Approval Process

- Leave requests will be reviewed by the employee's direct manager.
- Final approval is subject to management discretion and business needs.
- HR may be involved where required.

Work Handover

Employees are responsible for ensuring a proper handover of duties prior to commencing leave, including informing relevant team members and sharing necessary information.

Unauthorized Leave

Any absence without prior approval may be treated as unauthorized leave and could result in unpaid leave.

Supporting Documentation

Where applicable, employees may be required to submit supporting documents (medical certificates, official documents) to validate the leave request.

Policy Compliance

Failure to comply with this policy may result in delays in approval, rejection of leave requests, or other appropriate actions.

Sincerely Yours,

Anwar Ghaida
Chief Human Resources Officer