

	<u>EMPLOYEE VACATION POLICIES</u>	CORPORATE POLICIES 003
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1. General Vacation Policy

As per the Saudi Government Labor rule, Annual Vacation is paid by companies for 2 Weeks Time for regular full-time employees, but ITIHADI INFRA... strives to promote and foster our regular employee to adhere for maximum time of his career with ITIHADI INFRA... after joining and offer the following vacation policies:

- 1.1 First through fifth year of employment: 2 weeks / 15 days per annum
- 1.2 Fifth through tenth year of employment: Three weeks/ 21 Days per annum
- 1.3 Tenth through twentieth or more year of employment: 4 weeks/ 30 Days per annum
- 1.4 With each vacation ITIHADI INFRA...management will provide an additional 15 days' paid vacation as annual bonus.

2. Vacation Period as per Categories

- 2.1 Employees from the Lower Category to the Executive Category will be entitled for his maiden vacation only after the first two years. Employees coming under the Lower Category will enjoy his vacation only at the end of consecutive two (02) years from the date of joining the company.
- 2.2 Employees from Supervisor Category and above in Lower Category will be allowed to enjoy his annual vacation after the maiden vacation has been obtained and thereafter on an annual basis.
- 2.3 Employees in the Executive Category will be allowed to enjoy his annual vacation after the maiden vacation has been obtained and from the consecutive upcoming annum.
- 2.4 Those under the Management Category and Higher Management Category will be permitted to enjoy their vacation on an annual basis from the date of joining the company.
- 2.5 Those employed from the Lower Category to the Executive Category will be provided with flight facilities up to company designated international airports in the specific countries of origin. *(Please refer 2.7 for details)*
- 2.6 Those employed under the categories between Management and Higher Management will be provided flight facilities to the destination as per choice. The facility is extended to the state / province in the country of origin.

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2.7 The designated international airports for the countries of origin are as follows:

- India - New Delhi and/or Mumbai International Airports
- Bangladesh - Dhaka International Airport
- Pakistan - Karachi and/or Islamabad International Airports
- Sri Lanka - Katunayake International Airport
- Philippines - Manila International Airport
- Nepal - Katmandu International Airport

3. Administrative Procedures & Requirements

3.1 Vacation days must be scheduled at least THREE (03) MONTHS in advance except in cases of emergency¹. If the employee needs to obtain his annual vacation, a duly completed leave application form should be submitted to the Supervisor / Superior / Head of Department for approval. In case the employee delays the submission of his leave application form, the scheduled leave period may also be delayed as per company regulations. The approved leave application should reach the Administrative Department for review.

3.2 The company will always prefer providing the employee with his annual leave during the scheduled date or period. Yet, the company will also withhold the employee from enjoying his annual vacation, if the company finds his service most needed at the time of obtaining leave. The employee is needed to comply with the company policy always.

3.3 Vacation time, which is taken prior to being earned, is considered an advancement of wages and, upon termination, will be deducted from paycheck.

3.4 Any conflict in vacation requests will be decided based on employee seniority and company needs. You will not be entitled to accrue vacation during periods when you are on personal leave of absence or if you are suspended from the company.

3.5 IF YOU ARE SICK DURING YOUR VACATION PERIOD YOU MAY NOT COUNT THAT DAY TOWARDS SICK PAY.

3.6 You are not eligible for any paid vacation until you have completed ONE CONTRACT YEAR of employment with the company. For example, if you leave the company after nine months of employment, you will not be eligible for any vacation pay benefits. After the second year of employment and onward, you will begin accruing vacation at subsequent anniversary dates.

¹ "Emergency" categorized here defines death of spouse or next of kin / any just causes.

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3.7 Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. But if the benefit is not being utilized for a continuous period of three years, then the accrued leave and bonus will be calculated as per actual and paid to the employee.

3.8 Those employed with the company who do not utilize annual vacation will not be paid their air ticket fare; instead, those who are willing to forego their annual vacation on their own wish will be paid un-used vacation days plus bonus ONLY.

4. Procedures & documentation

4.1 A duly completed leave application form should be submitted to the Supervisor / Superior / Head of Department at least three months (90 days) prior to due vacation date. All information pertaining to the employee stay in the country of origin should accurately be entered for future correspondence or contact.

4.2 All employees will compulsorily need to face an interview at the Administrative Department prior to approval of such Annual Leave.

4.3 ITIHADI INFRA... is at all times at its discretion in approving the leave applied for. The company may withhold an application as per seriousness of the job during the period of leave requested for or in order for the employee to complete the ongoing assignments.

4.4 When the vacation is approved, the Administrative Department will take measures to inform the employee regarding the date/s of travel to country of origin. The Administrative Department will also provide the employee with an economic class air ticket to final destination in the country of origin as per company policies. *(Please refer Paras 2.1 - 2.7).*

4.5 The employee will be informed pertaining to the financial procedures well ahead of time. This will provide the employee will sufficient time for shopping or involving in dispatching personal goods to his country of origin through air / sea.

4.6 The employee leaving for his vacation will be paid with salary and other perks as per the company policy. *(Please refer "Salary Policy" for details)*

4.7 Transport to the airport will be borne by IIHADI INFRA... at all times. Employees leaving for their vacation are requested to be ready to travel to the airport at least three (03) hours prior to flight departure from HO Camps situated in Saihat and Anaq at present. In case the employee is on site and wishes to leave for his vacation from the closest international airport, the Administrative Department of ITIHADI INFRA.. will arrange transport accordingly for drop.

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4.8 The employee leaving on vacation should inform / reconfirm the Administrative Department pertaining to his arrival from his country of origin at least three (03) days in advance. This procedure is necessary for the Administrative Department to make necessary arrangements for pick up the specific employee from Dammam International Airport.

4.9 All leave will be sanctioned/ rejected / withheld within a maximum period of three (03) days of the said application being submitted to the Administrative Department. The applicant will also be informed regarding the company decision by the end of business hours of the third (3rd) day. In case, the said date occurs on a weekend or holiday, the decision may be passed on the very next day business opens for ITIHADI INFRA.

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