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## Policy for Bahrain Employees - Taking Leave

Invictus Associates' success depends on excellent service and performance to the customer which includes clear communication and coordination for taking leave.

1. Discuss leave dates with Invictus Site Lead and then government supervisor to confirm there is no impact to port work demands. Adjust as necessary so the customer is not impacted.
2. Request leave through your PAYCOR payroll account for approval.
3. Notify Invictus Facility Security Officer Ms. Philomena Perrone of all foreign travel. This is to be done at least two weeks prior to your trip. Also advise Wendy Daniels, HR Manager of pending trip so she can track leave and expenses.
4. Complete pre-travel security briefings and return to Invictus's Facility Security Officer Ms. Philomena Perrone.
5. While on PTO only HOLA will be paid for 3 weeks. Your other allowances, COLA and HS will not be paid while on travel outside of Bahrain. If travel extends over 3 weeks, NO allowances will be paid until the employee returns to work.
6. Prior to purchasing your airline tickets, pre-approval of flight costs and dates of leave must be approved by your Invictus Supervisor and/or CEO (John Callan and/or Michelle Callan).
7. All flights back to the states must be booked through American carriers.
8. Covered reimbursement is for economy class tickets.
9. Submit Invictus expense report for flight reimbursement. (Signed expense report, itinerary, flight receipt and boarding passes). Vouchers (once submitted) will be reimbursed within a week, if not please inquire)
10. Execute leave period. Be sure all time off has been recorded properly in Paycor.
11. Update Invictus Site Lead of any changes to your flight to ensure proper communication has been forwarded to the command.
12. Within 48 hours of your return, complete post-travel security briefings and return to Invictus's Facility Security Officer.
13. Report arrival back in Bahrain to Invictus Site Lead, Rachel Jondle (Via e-mail).

### Acknowledgement

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**Employee Signature**

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**Date**