

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. Review with Invictus Site Lead any updated Covid mitigations that have been put in place for your travel destination.
3. Request leave through your ADP payroll account for supervisor approval.
4. Allowances (COLA & HS) will be adjusted for the distinctive pay period when travelling home back to the US.
5. If employee is out of the country for over three (3) weeks they will not receive any overseas allowances, HOLA, COLA or Hardship.
6. Report flight costs and dates of leave to Invictus Supervisor and Greg Pitman.
7. All flights back to the states must be booked through American carriers.
8. Covered reimbursement is for economy class tickets to home of record.
9. Submit Invictus expense report for flight reimbursement. Vouchers (once submitted) will be reimbursed within a week, if not please inquire)
10. Execute leave period.
11. Update Invictus Site Lead of any changes to your flight to ensure proper communication has been forwarded to the command.
12. Report arrival back in Bahrain to Invictus Site Lead, Christina Golub and Greg Pitman (Via e-mail).
13. Cost of Covid Test returning from leave is the traveler's responsibility.
14. If ROM is required, ensure you are engaged with approved work. Otherwise, additional leave will be required.