



AFRICAN INITIATIVE FOR MANKIND PROGRESS ORGANIZATION(AIMPO)

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**AFRICAN INITIATIVE FOR MANKIND PROGRESS
ORGANIZATION -AIMPO**

ANNUAL LEAVE ADMINISTRATION POLICY

1. Introduction

Established in 2001, the African Initiative for Mankind Progress Organization (AIMPO) is a nationally recognized, non-governmental and non-profit organization dedicated to the advancement of Rwanda's indigenous, Batwa population, legally categorized as 'Historically Marginalized Peoples' (HMP) in Rwanda. The Government of Rwanda (GoR) required our organization to change its name from the African Indigenous Minority People's Organization to its current name in 2007, claiming that the recognition of ethnicity and indigeneity is not relevant to Rwanda.

- ***Our vision*** is to advance the cause and integration of marginalized people (i.e. the Indigenous Batwa population) into a society in which all citizens should be equal in terms of political decision-making, economic opportunities, and access to education and healthcare. This will contribute to a decrease in the discrimination against the Indigenous Batwa.
- ***Our goal*** is to deliver high-impact, cost-effective, and culturally competent capacity-building programs to Historically Marginalized People in our target regions in Rwanda.
- ***Our missions*** are to promote the individual and collective rights of HMP; to facilitate sustainable development in Historically Marginalized Communities; and to accelerate the social, political, and economic integration of these communities into Rwandan society.

2. BACKGROUND

This policy applies to all - staff and leave requests will be administered by the following policy and guidelines:

3. Policy

All employees of AIMPO are entitled to annual leave; periods where they can rest and rejuvenate, spend time with their families and loved ones and engage in other spiritual, physical and emotional activities and interest aside work. In reference to Rwandan Labour

code (ref: title III, chapter III, section one, article 53, 54, 55, 56 and 57) the following policy and guidelines are developed:

4. Guidelines

- 3.1 Leave must be **earned** on a monthly basis, so for example staff with leave entitlement of 18 days for the year is eligible to earn 1.5 days per month. The personal leave calculator has been developed to facilitate the calculation of earned leave by staff.
- 3.2 As per the labour code, the employee is entitled to one additional paid annual leave day for every three years of service, with the total not **exceeding 21 days**. The maximum annual leave days an employee can accrue in any FY should not exceed 21 working days.
- 3.3 The validity of leave is two years; which means, requesting for a leave remains valid within two (2) years. After that period all leave days are automatically forfeited unless an exceptional approval has been given by the National Director prior to the end of the second year.
- 3.4 Staff requesting leave must complete both **PART "A"** and **PART "B"** of the leave form before submission to P&C for approval
- 3.5 Applications or requests for leave must be **approved** by the **Director, P&C** or his/her designee at least **7 days (including weekends)** before the intended leave by staff.
- 3.6 From 1st August of each year management can approve advance for the remaining leave days in the year (3 days).
- 3.7 No leave should be taken during the international partnership day of prayer.
- 3.8 Updates on agreed deductions such as Christmas breaks will be communicated to staff to aid their completion of their leave forms.
- 3.9 In order to ensure that annual leave is well managed and coordinated all ADP Managers, Zonal Managers and Heads of Divisions are to prepare an annual roaster indicating dates that staff in their various sections will take their annual leave. **Copies of leave roasters should be sent to the Director, People & Culture for the preparation of a consolidated**

roaster for the entire organization. It is expected that this roaster will guide the administration of leave for every section.

3.10 While every effort will be made to grant leave according to the dates indicated by the staff, AIMPO also reserves the right to postpone such leave if it is in conflict with the interests of the organisation and to require staff to leave at a time when there is less pressure from work.

5. Leave Allowance

4.1 All AIMPO employees are entitled to leave allowance calculated as the average of basic salaries the employee received for the last twelve (12) months.

4.2 Effective immediately, only an employee taking at least 10 days annual leave **at once** or 15 days as **being staggered** is eligible for leave allowance.

4.3 Payroll services should not automatically pay leave allowance without an approved **leave allowance request form** from P&C.

4.4 Requests for leave allowance must be submitted to the Director, P&C or his/her designee after approval by the supervisor by completing the **Leave Allowance request form**.

4.5 No leave allowance will be paid to staff who requested for leave without actually taking them. This excludes those who actually go on leave but are recalled by their Supervisors for **URGENT** reasons.

4.6 Once the leave and allowance forms are signed by all parties, the supervisor does not have the authority to call back the staff without approval of the supervisor's supervisor and P&C Director.

4.7 Reasons for recall of a staff on leave must be approved by the staff's supervisor and the supervisor's Supervisor. The process you use to get your leave approved is the same process that you will use to come back to the office in cases where staffs are recalled for whatever reason.

4.8 **Leave can only be paid once in a Fiscal year.**

6. Other conditions

5.1 This policy renders void all previous provisions on annual leave administration.

5.2 Abusing this policy will be subject to disciplinary measures including termination of employment.

5.3 This policy can be amended at any time as deemed appropriate by Management.

5.4 Amendment will be effective after National Director's approval

Policy Effective Date:

Signature

HR Manager

Signature

Executive Director