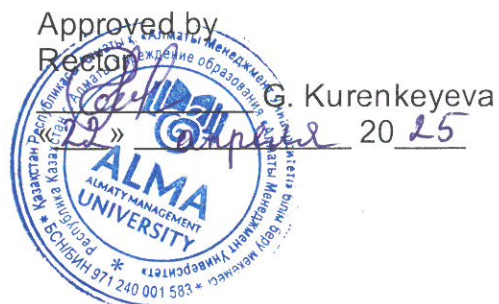




ALMA
ALMATY MANAGEMENT
UNIVERSITY

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1. PURPOSE OF THE DOCUMENT

1.1. These Rules for Internal Labor order (hereinafter referred to as the Rules) of the Educational Institution "Almaty Management University" (hereinafter referred to as the University) have been developed in accordance with the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan (hereinafter referred to as the LC RK), the Law of the Republic of Kazakhstan "On Education" and other regulatory legal acts of the Republic of Kazakhstan, the Charter of the Educational Institution "Almaty Management University" (hereinafter referred to as the University) and other internal documents of the University.

1.2. These Rules define the procedure for hiring, transferring and terminating employment relationships with employees, the work schedule and rest time, the basic rights, obligations and responsibilities of the parties to the employment contract, the procedure for granting vacations, incentive measures applied to employees for success in work, penalties and other issues regulating labor relations.

2. SCOPE OF APPLICATION OF THE DOCUMENT

2.1 These Rules apply to all employees of the University who exercise their right to work by concluding an employment contract for work at the UO Almaty Management University.

3 REFERENCES

- 3.1. Constitution of the Republic of Kazakhstan of August 30, 1995.
- 3.2. Labor Code of the Republic of Kazakhstan dated November 23, 2015.
- 3.3. Law of the Republic of Kazakhstan of July 27, 2007 I "On Education".
- 3.4. Law of the Republic of Kazakhstan dated January 7, 2003 NQ370 "On Electronic Document and Electronic Digital Signature".
- 3.5. Law of the Republic of Kazakhstan dated 01.07.2024 " On Science and Technological Policy "
3. 6 . Charter of the educational institution "Almaty Management University".
3. 7 . Regulations on the Academic Council
3. 8 . Code of corporate ethics.
3. 9 . Regulations : Procedure for holding a tender and contract commission.
3. 10 . Procedure for sending employees on business trips

4. TERMS AND ABBREVIATIONS

- ✓ An employee is an individual who is in an employment relationship with University;
- ✓ Employer - Educational Institution "Almaty Management University" or University;
- ✓ and a probationary period - a period of actual work, which serves to verify the employee's qualifications for the work assigned to him;
- ✓ close relatives - parents (parent), children, adoptive parents (adopters), adopted children (adopted), full and half siblings, grandfather, grandmother, grandchildren;
- ✓ rest time - time during which an employee is free from performing work duties and which he can use at his own discretion;
- ✓ remote work - implementation of the work process outside the location of the employer, the host party and their facilities using information and communication technologies in the process of work; disciplinary offense - unlawful, culpable failure to perform or improper performance by an employee of his work duties, as well as a violation of labor discipline;

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- ✓ disciplinary sanction is a disciplinary measure applied to an employee, applied by the employer in cases stipulated by the laws of the Republic of Kazakhstan, for committing a disciplinary offence;
- ✓ vacation - release of an employee from work for a certain period to ensure the employee's annual rest or social purposes while retaining his job (position) and, in cases established by the Labor Code of the Republic of Kazakhstan, the average salary;
- ✓ working hours - the time during which the employee, in accordance with the acts of the employer and the terms of the employment contract, performs work duties, as well as other periods of time that, in accordance with the Labor Code of the Republic of Kazakhstan, other regulatory legal acts of the Republic of Kazakhstan, a collective agreement, and an act of the employer, are classified as working hours;
- ✓ labor relations - relations between an employee and an employer arising in the exercise of rights and obligations stipulated by the labor legislation of the Republic of Kazakhstan, agreements, labor, collective agreements and acts of the employer;
- ✓ employment contract a written agreement between an employee and an employer, according to which the employee undertakes to personally perform a certain job (labor function), to comply with the work schedule, and the employer undertakes to provide the employee with work according to the agreed labor function, to ensure the working conditions stipulated by the Labor Code of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan and other regulatory legal acts of the Republic of Kazakhstan, acts of the employer, to pay the employee wages in a timely manner and in full;
- ✓ work schedule - the procedure for regulating relations regarding the organization of work between employees and the employer;
- ✓ labor discipline - proper fulfillment by the employer and employees of obligations established by regulatory legal acts of the Republic of Kazakhstan, as well as agreements, labor and collective agreements, acts of the employer, constituent documents;
- ✓ labor duties obligations of the employee and employer, stipulated by regulatory legal acts of the Republic of Kazakhstan, an act of the employer, an act of the receiving party, labor and collective agreements; • labor dispute disagreements between an employee (employees) and an employer (employers), including those previously in labor relations, on issues of application of labor legislation of the Republic of Kazakhstan, fulfillment or amendment of the terms of agreements, labor and (or) collective agreements, acts of the employer;
- ✓ Responsible department - HR Department;
- ✓ University management - rector, vice -rectors, directors of representative offices, directors of departments (centers), deans;
- ✓ EDMS "Documentolog", Documentolog - an electronic document management system used at the University;
- ✓ notification - a statement by an employee or employer in written form (on paper or in the form of an electronic document certified by an electronic digital signature), submitted in person or by courier mail, postal service, fax, e-mail and other information and communication technologies, or in electronic form with provision of authorization, identification of the employee or employer.
- ✓ staffing schedule - a primary document that defines the structure, staffing composition and staffing levels of an organization in accordance with its charter (regulations), contains a list of structural divisions, names of positions, specialties, professions with an indication of qualifications, information on the number of staff units.
- ✓ An organizational chart is a formal system that defines how the various functional areas, departments, and divisions within an organization are managed and coordinated. It defines the hierarchical relationships among employees , the management structure, the flow of

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communication, and the authority and responsibilities of employees. It describes how the various parts of a company relate to each other, how they interact, and what roles they play in achieving the company's goals. An organizational chart may be presented as a diagram, graph, or other visual form.

- ✓ PTS - professorial and teaching staff;
- ✓ University - Educational Institution "Almaty Management University";
- ✓ MS - military service;
- ✓ LC RK - Labor Code of the Republic of Kazakhstan;
- ✓ SCES - State Compulsory Education Standard;
- ✓ Face ID - scanner of the volumetric-spatial shape of a person/worker's face;
- ✓ HR - (Human resources) Personnel management/ HR management;
- ✓ RD RK - Regulatory documents of the Republic of Kazakhstan;
- ✓ IRD - Internal regulatory documents of the University.

5. RESPONSIBILITY

- 5.1. All employees of the University are responsible for compliance with these Rules.
- 5.2. The HR Department is responsible for timely revision of these Rules in the event of changes in the legislation of the Republic of Kazakhstan.
- 5.3. The HR Department is responsible for compliance with HR processes in accordance with these Rules and the regulatory documents of the Republic of Kazakhstan.

6. GENERAL PROVISIONS

- 6.1. The Rules are an internal regulatory document of the University that contribute to strengthening labor discipline, effective organization of labor, rational use of time, creation of conditions for achieving high quality of work, ensuring safe conditions and labor protection.

7. PROCEDURE FOR RECRUITMENT, TRANSFER AND TERMINATION OF EMPLOYMENT

- 7.1. The procedure for formalizing the search and selection of a candidate for a vacant position of administrative and managerial personnel is carried out on the basis of current legislation and the Regulations " Search and Selection of Personnel " at the Educational Institution "Almaty Management University" (hereinafter referred to as the University) .
- 7.2. Recruitment procedure:
 - 7.2.1. Employees exercise their right to work by concluding an employment contract at the University on the basis of current labor legislation.
 - 7.2.2. The term of the employee's employment contract is determined in accordance with labor legislation and is reflected in the text of the employment contract.
 - 7.2.3. The procedure for concluding, amending and supplementing an employment contract is based on according to the norms of current labor legislation.
 - 7.2.4. In accordance with the Law of the Republic of Kazakhstan "On Education", at the University, the filling of positions of teachers and researchers (teaching staff and persons equivalent to them) provided for by the staffing schedule is carried out on a competitive basis. The competition is held in accordance with the Regulation " Procedure for holding a competitive contract commission " And determines the procedure for filling the positions of professorial and teaching staff and persons equivalent to them at the university.
 - 7.2.5. The PTS positions include: Professor, Associate professor, Assistant professor, Professor of Practice, Senior lecturer, Senior Language instructor, Lecturer, Researcher.

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7.2.6. Employment contracts with teaching staff and persons equivalent to them who have passed the competitive selection are concluded no later than 10 calendar days after the end of the meetings of the competition committee (see Regulations: " Procedure for holding a competition and contract committee ").

7.3. When concluding an employment contract, the person applying for a job shall present to the employer documents, in accordance with Article 32 of the Labor Code of the Republic of Kazakhstan (see Appendix 2, Regulations on the admission and adaptation of employees).

7.4. Employment is formalized by an order of the Rector, issued on the basis of a concluded employment contract.

7.5. The order on employment shall be announced to the employee against signature within three days from the date of the actual commencement of work. At the employee's request, the employer shall be obliged to issue him a duly certified copy of the said order.

7.6. When hiring, the employer is obliged to familiarize the employee with these Rules and other acts directly related to the employee's work activities by signature.

7.7. When concluding an employment contract, a condition regarding a probationary period may be established in the employment contract in order to verify that the employee's qualifications correspond to the assigned work in accordance with the norms of labor legislation.

7.8. Changing the terms of the employment contract determined by the parties, including when transferring to another job, is permitted only by agreement of the parties to the employment contract, except for cases stipulated by the Labor Code of the Republic of Kazakhstan. An agreement to change the terms of the employment contract determined by the parties is concluded in writing in the form of an additional agreement to the employment contract. The grounds for changing the terms of the employment contract must be made in strict accordance with the norms of labor legislation.

7.9. When concluding an employment contract, the Employer is guided by the norms of labor legislation on the guarantee of equal rights and opportunities when concluding an employment contract. The University has also adopted relevant Policies guaranteeing equal employment rights.

7.10. Termination and grounds for termination of an employment contract at the initiative of the employer of an employment contract is carried out on the grounds provided for in Articles 49 and 52 of the Labor Code of the Republic of Kazakhstan (see Appendix 1 to these Rules).

7.10.1. On the day of termination of the employment contract, the HR Department employee is obliged to issue the employee a document confirming the employee's work activity.

7.10.2. If on the day of termination of the employment contract it is impossible to issue the employee a document confirming his/her employment activity due to his/her absence or refusal to receive the document in person, the HR Department employee sends the employee a notice of the need to appear for the document confirming the employee's employment, or to give consent for it to be sent by mail.

7.10.3. At the request of an employee (including a former one), the employer is obliged, within five working days from the date of the request, to issue a certificate indicating the specialty (qualification, position), hours of work and salary, a reference-recommendation containing information about the employee's qualifications and his attitude to work, as well as other documents stipulated by the Labor Code of the Republic of Kazakhstan.

7.10.4. Compensation payments are made in the amounts and in the cases stipulated by the labor legislation of the Republic of Kazakhstan and the Internal Revenue Code.

8. BASIC RIGHTS AND RESPONSIBILITIES OF UNIVERSITY EMPLOYEES

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8.1. The rights and obligations of employees are determined in accordance with current legislation (Article 22 of the Labor Code) and are set out in the employees' employment contract.

8.2. A University employee is obliged to :

- perform work duties in accordance with agreements, employment contracts, job descriptions and other acts of the employer;
- be guided by the interests of the University, and not by personal relationships or personal gain. AlmaU does not practice employment relationships with related parties in order to exclude possible conflicts of interest. When filling in personal information about themselves, each employee is obliged to provide truthful information. Disclosure of information about related persons is important to ensure transparency and prevent conflicts of interest in the decision-making process, as well as to comply with the principles of good faith and effective management of the University ;
- comply with these Rules for Internal Labor order of the University ;
- observe labor discipline, all employees are required to go through the electronic access control system to the building (Face ID) every day (before the start of the working day, after the end of the working day and during the working day in case of departure);
- comply with the requirements for occupational safety and health, fire safety, industrial safety and industrial sanitation in the workplace;
- not to consume tobacco products, including products with heated tobacco, tobacco heating systems, electronic consumption systems and liquids for them in the premises, on the territory and adjacent territory of the University;
- treat the property of the University and other employees with care;
- not to damage the prestige of the University by their actions; inform the employer about a situation that has arisen that poses a threat to the life and health of people, the safety of the property of the University and other employees, as well as about the occurrence of downtime;
- not to disclose information constituting state secrets, official, commercial or other secrets protected by law, which became known to him in connection with the performance of his work duties;
- compensate the employer for damages caused within the limits established by the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan;
- upon completion of professional training, retraining and advanced training, work for the employer for the period agreed upon by the parties in the relevant training agreement;
- in the event of termination of the employment contract before the expiration of the period established by the training contract, at the initiative of the Employee or at the initiative of the Employer due to the fault of the Employee, reimburse the University for the costs associated with his training, in proportion to the unworked period;
- pass qualification certification in accordance with mandatory approved (internal and / or external) requirements.

8.3. The teaching staff of the University has the right:

- The teaching staff and research staff of the University have equal rights in the field of teaching and research activities, as well as in the implementation of social rights established for University employees;
- to provide conditions for teaching activities;
- for moral encouragement and material reward for success in teaching and scientific activities, and the awarding of honorary titles;
- to carry out part-time work - performing other paid work under the terms of an employment contract in free time from the main job at the University or in other organizations, including in a similar position;

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- to elect and be elected to the Academic Council, working groups, and commissions in the manner established by the University Charter;

- to participate in the discussion of all issues of educational, methodological, scientific, creative and industrial activities at meetings of the Academic Council of the University and other bodies;

- for organizational and logistical support of their professional activities in the performance of official duties;

- to freely use the University's classrooms, library and information resources in the performance of their official duties;

- to appeal orders and instructions of the University administration in accordance with the Labor Code of the Republic of Kazakhstan;

- to participate in international and national scientific and methodological congresses, discussions, conferences, symposiums, and in the development of international relations;

- to freely choose the methods and forms of organizing professional activities, subject to compliance with the requirements of the state compulsory standard of the corresponding level of education; to carry out scientific, research, creative, experimental activities, the introduction of new methods and technologies into teaching practice;

- for creative initiative, development and application of original programs and methods of teaching and education, development and dissemination of new, more advanced methods of teaching and education, subject to compliance with the requirements of the State Educational Standard of the corresponding level of education;

- to select teaching aids, materials and other means of teaching and education in accordance with the educational program;

- to participate in the development of educational programs, curricula, teaching materials and other components of educational activities, as well as textbooks, teaching aids and teaching aids;

- to be elected and hold an elective position at the place of work;

- to participate in the discussion of issues aimed at improving the quality of education, including those related to the activities of the University;

- to participate in the work of the collegial governing bodies of the University;

- to improve qualifications in accordance with approved requirements;

- to undergo an internship under the international scholarship "Bolashak" to maintain and improve professional skills in the manner and under the conditions determined by the legislation of the Republic of Kazakhstan;

- to respect for the honor and dignity of students, pupils and their parents or other legal representatives;

8.4. The teaching staff of the University is obliged to:

- strictly observe the Charter and these Rules for Internal Labor order, the code of corporate ethics, labor protection and safety regulations, and fire safety regulations;

- possess the relevant professional competencies in their activities;

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- comply with the pedagogical principles of teaching, ensure the quality of teaching is not lower than the requirements stipulated by the SCES;
- to constantly take care to enhance the authority of the University;
- adhere to the approved schedule of their work at the School, in accordance with the employment contract, and carry out the established academic workload in the amount approved by the Academic Council for each academic year;
- to promote the development of the material and technical base of Schools /Centers , to ensure the safety of entrusted material assets;
- continuously improve their teaching skills, research, intellectual and creative level, including raising (confirming) their scientific, theoretical and general cultural level, professional qualifications, taking part in the training of scientific and pedagogical personnel, and providing mentoring;
- conduct scientific research in the field of their specialty, take direct part in the implementation of research results in the educational process and in practice, actively involve University students in conducting research;
- ensure high efficiency of the educational process, cultivate high moral standards in students, develop their independence, initiative, and creativity;
- respect the honor and dignity of the University employees and students, show concern for their cultural and physical development, and do not use inhumane or dangerous teaching methods in the educational process for the life and health of students;
- undergo annual qualification certification;
- participate in meetings of the Academic Council, working groups, and commissions in the manner established by the University Charter;
- undergo mandatory periodic medical examinations in accordance with the procedure established by the legislation of the Republic of Kazakhstan .

9. BASIC RIGHTS, RESPONSIBILITIES AND COMPETENCES OF THE EMPLOYER

9.1. The rights and obligations of the Employer are regulated by Article 23 of the Labor Code of the Republic of Kazakhstan and are described in detail in the employees' employment contract.

9.1.1. The rights, obligations and competencies of the Founder and the Employer are defined in the Charter of the Educational Institution "Almaty Management University".

9.1.2. The Founder, along with issues assigned by Law to exclusive competence, may decide any other issue related to the activities of the University, except for the powers delegated to the Board of Trustees.

9.1.3. The University is managed by the Academic Council. The Chairman of the Academic Council is the Rector by virtue of his position. The work regulations and tasks of the Academic Council are determined by the Charter and the Regulation on the Academic Council.

9.1.4. The Academic Council, with the consent of the Founder, approves the structure of the University. The Rector approves the staffing schedule of the University (see Appendix 2. Procedure for managing the organizational structure and staffing schedule).

WORKING HOURS

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10.1. The working hours regime is established at the University in accordance with the conditions and specifics of the work in the following order:

- for the PTS, a six-day work week with one day off (Sunday) is established in accordance with the employment contract;

- For University employees not involved in the educational process (administrative and managerial staff) , a five-day work week with two days off (Saturday, Sunday) is established for a total duration of 40 (forty) hours .

- The working day of administrative and managerial personnel is 8 hours and is set from 9:00 to 18:00. A break for rest and meals cannot be set earlier than three hours and no later than four hours after the start of daily work.

- For certain categories of employees, a flexible work schedule may be established, agreed upon with the immediate supervisor and the HR Department , but the total duration of working hours should not exceed 40 (hours) per week.

10. 2 . Special working hours:

10.2.1. At the University, at the initiative of the employee or employer, by agreement of the parties, remote work or combined remote work may be established, with the introduction of appropriate changes and additions to the employment contract.

10.2.2. In exceptional cases, with the consent of the immediate and supervising manager, the employee, on his initiative and with justification of the reasons, as well as with his consent, may be assigned remote or combined remote work with payment of 80% of the official salary, about which the corresponding changes are made to the working conditions, by signing by the Employee and the Employer an additional agreement to the Employment Contract (application form in Appendix No. 3 to the Rules for Internal Labor order).

10.2.3. During the introduction of a state of emergency or martial law, declaration of a state of emergency or the introduction of other restrictive measures, including quarantine, by decision of state bodies or their officials, as well as in other exceptional cases that threaten the life or health of employees, the employer has the right, by an act of the employer, to temporarily establish, indicating the reasons, remote work or combined remote work until the above cases are eliminated. In this case, the provision of employees with the equipment necessary for the performance of work duties, information technology facilities in accordance with the legislation of the Republic of Kazakhstan on information technology, communication services and other means, as well as reimbursement of expenses are determined by the act of the employer.

10.2.4. For employees engaged in remote work, a fixed accounting of working hours is established in compliance with the restrictions on the daily duration of working hours, the specifics of control over which are determined in the employment contract or in the employer's act.

10.3. During working hours, the employee must be available for communication with the employer.

10.4. Within working hours, teachers must conduct all types of educational, methodological, research and educational work arising from job responsibilities, curricula, plans for research work of teaching staff leading teaching activity.

10.5. The employer is obliged to organize the accounting of working hours of each employee, including overtime work, in harmful and (or) dangerous working conditions, in heavy work. The duration of working hours of teaching staff is taken into account in academic hours.

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10.6. In case of illness, on the day of opening of the sick leave certificate, the employee is obliged to inform his immediate supervisor and the HR Department employee about absence from work. The head of the department is obliged to inform the Rector or the supervising Vice-Rector/Managing Director.

10.7. Being late for work is unacceptable. In case of being late, the employee provides his immediate supervisor with an explanation of the reason for being late.

10.8. If a University employee fails to show up for work, the head of the structural unit is obliged to take measures to replace him with another employee.

10.9. An employee going on a business trip is obliged to notify his immediate supervisor, guided by the internal Regulation on travel expenses.

10.10. The involvement of employees in work outside normal or reduced working hours at the initiative of the employer may be carried out only in cases and in the manner stipulated by labor legislation.

11. REST TIME

11.1. The grounds and procedure for granting, as well as the duration of annual basic and additional vacations to University employees, are determined by the labor legislation of the Republic of Kazakhstan and other regulatory acts of state authorities, the University Charter, these Rules, the employment contract and other local regulatory acts of the University (The procedure for registration and granting of vacations is described in Appendix 4 to these Rules).

11.2. The types of rest time are:

- 1) lunch break;
- 2) breaks during the working day;
- 3) weekends;
- 4) non-working holidays;
- 5) vacations.

11.2.1. Employees are granted the following types of leave:

- 1) paid annual labor leaves;
- 2) social leave.

11.2.2. Paid annual leave is intended for the employee's rest, restoration of working capacity, strengthening of health and other personal needs of the employee and is granted for a certain number of calendar days with retention of the job (position) and average salary.

11.2.3. The University provides all employees with annual paid leave. During the leave, the employee retains his/her job (position) and average salary.

11.2.4. Employees are provided with the following types of paid annual labor leave:

- 1) basic paid annual leave;
- 2) additional paid annual leave.

11.2.5. The main paid annual leave for employees shall be 28 (twenty-eight) calendar days, for PTS - 56 (fifty-six) calendar days. Employees working under an employment contract for part-time work shall be granted paid annual leave simultaneously with leave from their main job. If the duration of paid annual leave under an employment contract for part-time work is less than the duration of leave from their main job, the employer, at the request of the part-time employee, shall grant him leave without pay for the days that constitute the difference in the duration of the leave.

11.2.6. Additional paid annual labor leaves are granted:

- 1) workers engaged in heavy work, work with harmful and (or) hazardous working conditions, for a period of at least six calendar days according to the list of industries, workshops, professions and positions, the list of heavy work, work with harmful and (or) hazardous working conditions. (discuss)

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Additional paid annual labor leaves are granted to employees whose work in difficult, harmful and (or) dangerous conditions is confirmed by the results of certification of production facilities for working conditions.

In the event that the employer fails to certify production facilities for working conditions, as well as workplaces that are not subject to certification, additional paid annual labor leaves are provided in full in accordance with the list of industries, workshops, professions and positions, the list of heavy work, work with harmful and (or) hazardous working conditions;

2) persons with disabilities of the first and second groups for a period of at least six calendar days.

For other categories of employees, the provision of additional annual leave and its duration may be established by the laws of the Republic of Kazakhstan.

An employment contract may establish additional paid annual leave of an incentive nature for employees for long-term continuous work, performance of important, complex, urgent work, as well as work of a different nature.

11.2.7. The duration of paid annual labor leaves is calculated in calendar days, excluding holidays falling on the days of paid annual labor leave, regardless of the work schedules and shift schedules applied.

11.2.8. When calculating the total duration of paid annual leave, additional paid annual leave is added to the main paid annual leave.

11.2.9. The order of granting paid annual labor leaves to employees is determined annually in accordance with the vacation schedule. The vacation schedule is approved by the employer. Vacation may be established by agreement of the parties, i.e. outside the schedule.

11.2.10. In the event of a change in the vacation schedule, the employer is obliged to notify the employee of this at least two weeks before the start of the labor vacation.

11.2.11. Social leave means the release of an employee from work for a certain period in order to create favorable conditions for motherhood, undergoing screening tests, caring for children, obtaining an education without interrupting work, and for other social purposes.

11.2.12. The University employees are granted the following types of social leave:

- 1) leave without pay;
- 2) study leave;
- 3) leave in connection with pregnancy and the birth of a child (children), adoption of a newborn child (children);
- 4) unpaid leave to care for a child until the child reaches three years of age;
- 5) leave for screening tests in an amount of no more than three working days during the year;
- 6) leave for registration with a medical doctor for pregnancy up to twelve weeks in an amount of not less than three working days.

The period of social leave is counted towards work experience, unless otherwise provided by the laws of the Republic of Kazakhstan.

11.2.13. For family reasons and other valid reasons, by agreement of the parties to the employment contract, the employee may be granted leave without pay based on his application. The duration of the leave without pay is determined by agreement between the employee and the University.

11.2.14. Based on the employee's notification, the University provides additional labor (social) leave with retention of wages to employees in the following cases:

- marriage registration - 3 (three) days;
- birth of a child (children) - 3 (three) days;
- funeral of close relatives (spouse, children, parents, brothers, sisters) 3 (three) days;



- women, single fathers, guardians raising children from 6 (six) to 9 (nine) years old - the first day of the beginning of the school year, parents of students in the final grade - 1 (one) day on the day of the school's "last bell".

11.2.15. The University provides, in addition to paid (in the amount of average daily earnings), social leave for marriage registration, the death of close relatives and the birth of a child, if necessary, in accordance with the Labor Code of the Republic of Kazakhstan, on the basis of a written application from the employee, leave without pay in the amount of 2 (two) days.

Additional social leave that is not used in a timely manner cannot be timed to coincide with annual labor leave or transferred to another time.

11.2.16. Social leave is granted on the basis of an employee's application with attached documents confirming the basis for granting additional social leave (marriage certificate, birth certificate, death certificate, identity card, court decision, etc.).

If it is impossible to submit supporting documents together with the application at one time, the employee shall provide them no later than 15 (fifteen) calendar days from the date of the event that gives the right to additional social leave.

11.2.17. Employees are granted leave without pay while maintaining their job and position in the following cases:

- **for scientific workers** for the purpose of improving their qualifications, completing an internship in leading organizations of higher and (or) postgraduate education, research centers and laboratories, including abroad (for a period of up to one year);

- **employees studying in educational organizations are granted study leave to prepare for and pass tests and exams, perform laboratory work, and prepare and defend a thesis (project) ;**

- **employees** to undergo military reserve training programs.

11.2.18. The University provides employees sent for training, internships abroad within the framework of the international scholarship "Bolashak", study leaves with retention of their place of work (position).

11.2. 19. Pregnant women, women who have given birth to a child (children), women (men) who have adopted a newborn child (children) are granted the following leaves in connection with the birth of a child:

- 1) maternity leave;
- 2) leave for employees who have adopted a newborn child (children);
- 3) leave without pay to care for a child until he or she reaches the age of three years.

When going on maternity leave, University employees are required to provide the original certificate of temporary disability confirming the right to this type of leave within 3 (three) days from the date of its registration.

11.2. 20. The University provides unpaid leave to an employee to care for a child until the child reaches the age of three years:

- 1) at the choice of the parents - the mother or the father of the child;
- 2) a single parent raising a child;
- 3) another relative who is actually raising a child left without parental care, or a guardian;
- 4) an employee who has adopted a newborn child (children).

Unpaid leave to care for a child until the child reaches the age of three years is granted on the basis of a written application from the employee indicating its duration and providing a birth certificate or other document confirming the fact of the child's birth. The employee may use leave to care for a child until the child reaches the age of three years in full or in parts.

During unpaid leave to care for a child until the child reaches the age of three, the employee retains his or her job (position).

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In the event of returning to work before the end of unpaid leave to care for a child until the child reaches the age of three, the employee is required to notify the employer of his or her intention one month before the start of work.

1 1.2.2 1 . Granting of leave is formalized by order of the Rector.

11.3. Days off:

1 1.3.1 . Employees are provided with days off weekly.

11.4. In the case of a five-day workweek, employees are provided with two days off per week (Saturday and Sunday), and in the case of a six-day workweek, one day off (Sunday).

A break for rest and meals cannot be established earlier than three hours and later than four hours after the start of daily work.

11.5. In case of a five-day, six-day or four-day workweek, the common day off is Sunday. The second or third day off in case of a five-day and (or) four-day workweek is established by the Internal Labor Regulations.

11.6. When working on a shift schedule, employees are given days off in accordance with the shift schedule approved by the Rector.

11.7. The first day of Kurban Ait , celebrated according to the Muslim calendar, January 7, Orthodox Christmas are days off, regardless of the working hours and shift schedules applied.

If the first day of Kurban Ait and January 7 of Orthodox Christmas coincide with a day off (Saturday and / or Sunday), the day off is not transferred.

11.8. During a medical examination and donation of blood and/or its components on working days, an employee is released from work with retention of average wages.

A donor who has donated blood and/or its components free of charge is granted one additional day off with retention of average salary, which may be added to the annual labor leave. These guarantees are valid for one year from the date of donation.

In case of a failed donation of blood or its components, an additional day off is not provided.

If, by agreement with the employer, an employee who is a donor starts work on the days of donation of blood and/or its components, he is granted, at his request, another day off with retention of his average salary, or this day can be added to the annual labor leave.

11.9. When working on weekends and holidays, the employee, at his request, is granted another day off, which he must use within three months (time off). The employee must send an application for the Documentolog to the Department, agreed upon with the immediate and supervising manager, at least 3 days in advance. HR .

11.10. The involvement of employees at the initiative of the employer to work on weekends and holidays is permitted in exceptional cases in accordance with labor legislation.

11.11. Work on weekends and holidays at the initiative of the employer is permitted with the written consent of the employee on the basis of an act of the employer, with the exception of the following cases:

- to prevent emergency situations, natural disasters or industrial accidents or to immediately eliminate their consequences;
- to prevent and investigate accidents related to work activities, loss of or damage to property;
- to perform urgent, unforeseen work, on the urgent completion of which the future normal operation of the organization as a whole or its individual divisions depends.

11.12. Work on weekends and holidays at the request of the employee is permitted with the permission of the University Management and on the basis of the employer's act.

12. INCENTIVES FOR WORK SUCCESS

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12.1. For conscientious performance of official duties, high quality of work, including work of particular complexity and urgency, for initiative, creative activity and other achievements in work, Employees may be rewarded:

- monetary reward in the form of a bonus ;
- nomination for the title of best in the profession ;
- announcement of gratitude ;
- certificate of honor, etc.

12.2. For special labor merits to society and the state, employees may be nominated in accordance with the procedure established by the legislation of the Republic of Kazakhstan for state and departmental awards (on the eve of state holidays, anniversaries of the university and the employee, on the eve of professional holidays, according to requests from departmental organizations, etc.).

12.3. Incentives are announced by order and brought to the attention of the employee.

13. LIABILITY FOR VIOLATION OF LABOR DISCIPLINE

13.1. Violation of labor discipline by an employee, as well as an unlawful act, failure to perform or improper performance of his/her official duties entails the imposition of a disciplinary sanction (see Appendix 5 to these Rules).

13.2. In the event of a disciplinary offence committed by University employees, the University has the right to apply the following types of disciplinary sanctions:

1) remark; 2) reprimand; 3) severe reprimand; 4) termination of an employment contract at the initiative of the employer in cases established by the Labor Code of the Republic of Kazakhstan.

13.3. The Rector of the University has the right to impose disciplinary action on an employee for:

- systematic lateness (two or more times a month) to work without good reason ;
- consumption of tobacco products, including heated tobacco products, tobacco heating systems, electronic consumption systems and liquids for them in the premises, on the territory and adjacent territory of the University.

13.4. A disciplinary sanction is imposed by the employer by issuing an employer's act.

13.5. Before applying a disciplinary sanction, the employer is obliged to request an explanation from the employee in written form (on paper or in the form of an electronic document certified by an electronic digital signature) or in electronic form with authorization and identification of the employee.

13.6. A request for an explanation regarding a disciplinary offence committed shall be made in writing (on paper or in the form of an electronic document certified by an electronic digital signature) and shall be delivered to the employee in person or by courier mail, postal service, fax, e-mail and other information and communication technologies with confirmation of receipt of the employer's request.

13.7. In the event of an employee evading or refusing to receive a demand, the employer's representative shall draw up a corresponding act.

13.8. If the employee does not provide an explanation within two working days from the date of receipt of the request or the drawing up of the act of evasion or refusal upon receipt of the request, the employer's representative draws up a corresponding act.

13.9. Failure of an employee to provide an explanation does not prevent the application of disciplinary action.

13.10. An order from an employer to impose a disciplinary sanction on an employee cannot be issued during the period:



4) temporary disability of the employee; 2) release of the employee from work for the period of performance of state or public duties; 3) the employee being on vacation; 4) the employee being on a business trip; 5) conducting an investigation of an accident related to work activities in relation to persons who have violated occupational safety and health requirements.

13.12. The order on the imposition of a disciplinary sanction is announced to the employee subject to the disciplinary sanction, against signature, within three working days from the date of its issuance. In the event of the employee's refusal to confirm with his signature that he has read the employer's order, a corresponding entry is made in the order on the imposition of a disciplinary sanction.

13.13. If it is impossible to familiarize the employee personally with the employer's act on the imposition of a disciplinary sanction, the employer is obliged to send the employee a copy of the order on the imposition of a disciplinary sanction by registered mail with a notice of delivery within three working days from the date of the employer's order.

13.14. The clarification of the circumstances of the violation committed by the employee is assigned to the employee's immediate supervisor, based on the results of which a report is drawn up in the name of the head of the department (supervising manager) of the University.

13.15. The Rector of the University makes a decision on the application of disciplinary action on the basis of a memo from the employee's immediate supervisor and an explanatory note from the employee.

13.16. When determining the type of disciplinary sanction, the employer takes into account the content, nature and severity of the disciplinary offense committed, the circumstances of its commission, the previous and subsequent behavior of the employee, and his attitude to work.

13.17. A disciplinary sanction is imposed on an employee immediately upon discovery of a disciplinary offense, but no later than one month from the date of its discovery, except for cases provided for by the Labor Code of the Republic of Kazakhstan and other laws of the Republic of Kazakhstan.

13.18. A disciplinary sanction may not be applied later than six months from the date of the disciplinary offence, and in cases established by the laws of the Republic of Kazakhstan, or the establishment of a disciplinary offence based on the results of an audit or inspection of the financial and economic activities of the employer - later than one year from the date of the employee's disciplinary offence.

13.19. The consideration of the issue of disciplinary responsibility and the period for imposing disciplinary sanctions shall be suspended during the period:

- 1) absence of an employee from work due to temporary disability;
- 2) release from work to perform state or public duties;
- 3) being on vacation, business trip;
- 4) proceedings on a criminal case, a case on an administrative offence, as well as before the entry into force of a judicial act or an act of an official authorized to consider cases on administrative offences, affecting the decision on the issue of disciplinary liability of an employee;
- 5) is undergoing training, retraining, advanced training courses and internships;
- 6) appeal by an employee in court against the employer's decisions on the commission of a disciplinary offence;
- 7) conducting an investigation into an accident related to work activities in relation to persons who have violated occupational safety and health requirements.

13.20. The period of validity of a disciplinary sanction may not exceed six months from the date of its application, with the exception of termination of an employment contract on the grounds provided for by the Labor Code of the Republic of Kazakhstan.

13.21. An employer who has imposed a disciplinary sanction on an employee has the right to remove it early by issuing an employer's act on his own initiative, at the request of his immediate supervisor, or at the request of an employee representative.

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13.22. Information about penalties is not entered into the work record book, except in cases where the disciplinary sanction is dismissal.

13.23. For each disciplinary offense, the employee may be subject to only one disciplinary action.

13.24. A disciplinary sanction may be appealed by the employee to the state labor inspectorate and/or the conciliation commission for the consideration of an individual labor dispute.

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APPENDIX 1

PROCEDURE FOR CANCELTION AND TERMINATION OF AN EMPLOYMENT CONTRACT

1. General Provisions

1) The employment contract is terminated and cancelled on the basis of the Labor Code of the Republic of Kazakhstan . The dismissal of Employees from their positions is carried out by issuing a corresponding order of the University.

2) If the Employee's work results are negative during the probationary period, the Employer has the right to terminate the employment contract with him, notifying him in writing, with indicating the reasons that served as the basis for recognizing this Employee as having failed the probationary period.

3) If the Employee has a debt for inventory items, then the last day of the Employee's work is the day the inventory items are removed from the account.

4) For the Manager, the clearance sheet of the dismissed Employee is a signal to check for any debts of the dismissed Employee. He/she personally signs and supervises the clearance of the clearance sheet by departments, if necessary, requests additional information about the debt. Supervises the passing of the clearance sheet and the timely delivery of accountable amounts, inventory items, fixed assets by the Employee. If a debt is discovered, he/she finds out the reason and facilitates its repayment.

5) The Employees who are being dismissed, upon receiving the clearance sheet, are obliged to inform the Employee being dismissed and his immediate Supervisor about the existence of debts.

6) Responsibility for the transfer of all cases and the complete endorsement of the clearance sheet lies with the Employee, his immediate supervisor and the HR Department .

7) An employee who has a debt to the University is obliged to remove all inventory items, fixed assets and amounts from the account. In case of loss / breakage / missing of the entrusted inventory items, the Employee is obliged to reimburse / pay off the debt before the moment of dismissal. In case of discovery of the fact of debt or failure to compensate for the damage caused, the Accounting Department must notify the Head of the department in which the said Employee worked and HR about the debt.

8) In the event of a decision being made on the forced collection of the amount of debt or damage, the immediate Supervisor shall provide the Legal Department with a document on the approval of the issue of forced collection of the amount of debt or damage, as well as other documents confirming the fact of the formation of the debt.

1.2. Procedure for termination of an employment contract at the initiative of the employee

1) The employee initiates an application for termination of the employment contract via the Documentolog (Appendix 1.1) no less than one month before the expected date of dismissal. Then , within two working days, he/she transfers the original application to the HR Department . With the consent of both parties, the employment contract may be terminated before the expiration of one month, but no less than five working days before the date of dismissal.

2) The application in the Documentolog is signed by:

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- Immediate supervisor within two working days
- Supervising Vice-Rector within two working days
- Rector within two working days

3) After receiving the application / notice, the HR Department , within one working day, transfers to the resigning Employee a clearance sheet (Appendix 1.2) and an exit interview.

4) The employee who is being dismissed is obliged to ensure that the clearance sheet is fully signed, the GMC, OS, pass (ID card), and the Acceptance Certificate (Appendix 1.3) are handed over before the dismissal date .

5) The immediate supervisor controls and is responsible for the transfer of all cases, full approval of the clearance sheet, delivery of inventory items, fixed assets, signing of the Act of acceptance and transfer of cases;

6) The HR Department issues an order to terminate the employment contract indicating the grounds for termination, signs the order with the Rector and hands a copy of the order to the employee or sends it to him by registered mail within three working days from the date of the order.

7) Within one working day after signing the order, the HR Department transfers a copy of the order and the individual timesheet of the employee being dismissed to the Accounting Department for calculating the final payment.

8) On the day of termination of the employment contract, the HR Department issues a document confirming the employee's work activity and, at the request of the employee (including a former one), within five working days from the date of the request, the HR Department issues a certificate indicating the specialty (qualification, position), time of work and salary, a reference-recommendation containing information about the employee's qualifications and his attitude to work, as well as other documents stipulated by the Labor Code of the Republic of Kazakhstan .

9) Within one year after the employee's dismissal, the HR Department transfers his/her personal file to the archive to ensure the safety of the University employees' work records.

1.3. Termination of an employment contract by agreement of the parties

1) . The employment contract may be terminated by mutual agreement of the parties. Also, the date of termination of the employment contract is determined by agreement between the employee and the employer.

2). The party to the employment contract that has expressed a desire to terminate the employment contract by mutual agreement shall send a notice to the other party to the employment contract. The party that has received the notice is obliged to inform the other party in writing of the decision taken within three working days. The notice and agreement shall be drawn up on behalf of the employer by the Administration HR , signs with the Rector, then with the employee.

3) . According to the Labor Code of the Republic of Kazakhstan, by agreement with the employee, the employment contract may provide for the employer's right to terminate the employment contract without complying with the requirements established by paragraph 2) of this Procedure , with compensation payment, the amount of which, is determined by the employment contract.

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1.4. Termination of an employment contract upon expiration of the term

1) An employment contract concluded for a specified period may be terminated due to the expiration of its term.

2) An employment contract concluded for a specified period may be terminated due to the expiration of its term in accordance with written confirmation of the immediate supervisor / vice-rector / rector of the Employee. The expiration date of the Employment Contract is:

- the last day of the Employee's work according to the term stipulated by the employment contract, when concluding an employment contract for a specified term.

- the day of completion of work when concluding an employment contract for the duration of the performance of a specific work;

- the day of return to work of an employee for whom the job (position) was retained upon conclusion of an employment contract for the period of replacement of a temporarily absent employee;

3) If, on the day of expiration of an employment contract concluded for a specified period of at least one year, a pregnant woman submits a medical certificate of pregnancy for a period of twelve weeks or more, and an employee who has a child under three years of age, who has adopted a child and wishes to exercise his or her right to unpaid leave to care for a child, submits a written application for an extension of the employment contract, except in cases of replacing a temporarily absent employee, then the employer shall extend the term of the employment contract until the day of the end of the leave to care for a child.

4) In the event of expiration of the employment contract, if neither party has notified in writing of the termination of the employment relationship during the last working day (shift), it shall be deemed to have been extended for the same period for which it was previously concluded, except for the cases provided for in paragraph 3) of this Procedure. The number of extensions of the term of an employment contract concluded for a fixed term of at least one year may not exceed two times. If the employment relationship is continued, the employment contract shall be deemed to have been concluded for an indefinite term.

5) Based on written confirmation from the immediate supervisor / vice-rector / rector of the Employee, the Management shall draw up and issue:

- Notification;
- An order to terminate the employment contract indicating the grounds for termination;
- Signs the order and notification with the Rector;
- Familiarizes the employee with the notification and order on the day of termination of the employment contract.

1.5. Termination of an employment contract due to circumstances beyond the control of the parties

1.5.1. The employment contract is subject to termination under the following circumstances beyond the control of the parties:

- 1) when local executive authorities revoke the permit to employ foreign labor or when the residence permit expires;

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2) upon entry into legal force of a court sentence by which an employee or employer (an individual) is sentenced to a punishment that excludes the possibility of continuing the employment relationship;

3) in the event of the death of an employee or employer - an individual, as well as in the event of a court declaring an employee or employer - an individual dead or missing;

4) in the event that a court recognizes an employee as incapacitated or partially incapacitated, as a result of which the employee is unable to continue the employment relationship;

5) in the event of reinstatement of an employee who previously performed this work;

6) upon conscription (entry) of an employee into military service, service in law enforcement and special government agencies, from the day the employee presents the relevant document no later than within three days.

1.5.2. The date of termination of the employment contract on the grounds specified in subparagraphs 2), 3) and 4) of paragraph 1.5.1. of this Procedure shall be the date of entry into force of the court sentence or decision, the date of death of the employee or employer of an individual.

1.5.3. Based on a court decision / death certificate / revocation of permit / expiration of residence permit, the RK Administration issues an order to terminate the employment contract indicating the grounds for termination, and the Rector signs the order.

1.6. Termination of an employment contract at the initiative of the employer

1.6.1. An employment contract with an employee may be terminated at the initiative of the employer in accordance with and on the grounds of Article 52 of the Labor Code of the Republic of Kazakhstan.

1.6.2 After receiving the supporting documents, the HR Department, within one working day, transfers a clearance sheet and an exit interview to the resigning Employee.

1.6.3. The resigning Employee is obliged to ensure the complete approval of the clearance sheet before the date of dismissal - the delivery of inventory items, fixed assets, a pass (ID card) and an exit interview.

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APPENDIX 1.1

Application for termination of employment contract

To the Rector of the Educational
 Institution "Almaty Management
 University" Kurenkeyeva G.T.
 from the employee
 (job title)

APPLICATION

I request to terminate my employment contract dated _____ 202_____ on my
 own initiative

Signature

Date



APPENDIX 1.2

Exit checklist

Full name _____

job title _____

N	Job Title	date	Signature	Note
1	2	3	4	5
1	Rector			office 415a
2	Supervising Vice-Rector			
3	Chief accountant			room 219
4	Director Development and Operations Directorate infrastructure			room 117
5	Director of the library			room 225
6	Director of Information Technology Department			325
7	Chief Archive Specialist			room 416
7	Head of Department			
8	Office Registrar			room 109
9	Dean's office			
10	Service engineer			room 229
11	Medical office			room 129
12	Responsible for training the project development and implementation department			office 407
13	Project Development and Implementation Department			room 20I IN
14	Head of System Administration Department			Room 229

HR Managing Director
(signature)

(full name)

(date)



APPENDIX 1.3

ACT of acceptance and transfer of documents and files

Almaty city

Date _____ handed

(last name and initials) accepted

(last name and initials)

(name of the structural unit)

over

the years:

	Name and number of the item (inventory) cases, names of documents, etc.	Number of items (descriptions) of affairs	Number of cases (in the numerator), number of especially valuable cases (in the denominator)	Note
1	2		4	5
2				
3				

Total number of cases accepted

(in numbers and words)

At the same time the following is handed
(types of information retrieval systems, their volumes and status)

Status of work with documents, including archives
(general characteristics)

Availability and condition of equipment and inventory:

Handed

(personal signature)(full name)

Accepted

Made in _____ copy(s)

1st copy: in the file

2 nd copy: (addressee)

APPENDIX 2

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APPENDIX 2

The procedure for managing the organizational structure and staffing schedule

1 General provisions

1. The revision of the Organizational Structure of the University is carried out no more than twice a year.

1.1. Making changes to the Organizational Structure based on the University Strategy and recommendations to managers on improving the efficiency of structural divisions.

2. Collection and analysis of proposals based on the principle of the organizational structure.

2.1. When using this type in the merger, reduction, allocation, renaming of structural divisions of the University, the Head of the Division draws up a service record in the name of the Rector in the Documentologist system with a justification for the necessary changes (see Appendix 2.1.)

2.2. The HR Department collects service records with proposals for determining the organizational structure and makes an additional mailing to managers to collect proposals for creating the organizational structure.

2.3. The HR Department agrees on subsequent proposals for maintaining the organizational structure with the Rector, supervising manager/vice-rector for stages, heads of divisions who proposed changes, the director of the financial department.

3. Development, coordination and approval of the organizational structure.

3.1. Based on the decision on the British changes, the HR Department prepares a draft organizational structure.

3.2. The draft organizational structure is approved in the Documentologist system along the following route:

Supervising Manager/Vice-Rectors for the area/Rector

3.3. The HR Department makes the approved draft organizational structure to retain the Academic Council for approval.

3.4. Based on the decision of the Academic Council, the Rector signs an order approving the organizational structure.

3.5. The HR Department posts a scanned form of the approved structure in the Documentologist system.

3.5.1. The original of the approved organizational structure in the HR Department.

3.5.2. The HR Department posts the organizational structure in the Documentologist system.

3.5.3. Within 2 days after the order is issued, the HR Department informs the University suppliers about the provision of the organizational structure.

4. The procedure for making changes to the staffing table.

4.1. The head of the department prepares a service entry in the Documentologist system addressed to the rector on the need to make changes to the staffing schedule. The service note must include a justification for the changes, supported by an analysis of the change in workload, the introduction or introduction of staffing units, a change in the title of positions and a change

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in salaries (see Appendix 2.2.).

4.1.1 The service note is sent for approval along the following route:

- The supervising manager/vice-rector on the issue of the validity and relevance of the proposed changes.
- The director of the financial department on the subject of the validity of changes in the items of the budgetary department.
- The rector to make the final decision on making changes to the Staffing schedule.

4.1.2. The service note on the implementation of the staffing schedule accepted by the rector is assumed by HR management.

4.1.3. The HR administration department develops a draft staffing schedule and an order, then the rector signs this order and approves the staffing schedule.

4.1.4. Based on the approved staffing schedule and the order, the HR Administration Department makes changes to the 1C accounting system.

5. Responsibility:

5.1.2. School deans and center directors are responsible for conducting and approving the staffing schedule of the faculty and further monitoring the expenditure of funds within the staffing schedule.

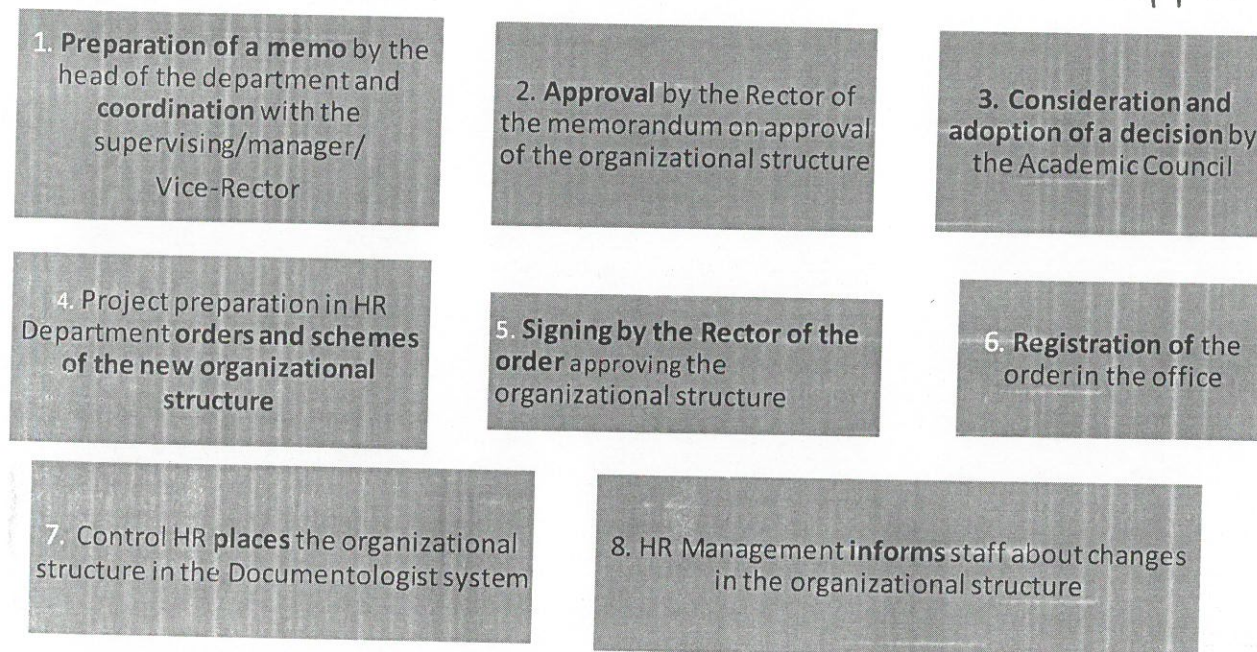
5.1.3. For conducting and approving the staffing schedule for administrative and managerial personnel and further monitoring the expenditure of budget funds within the staffing schedule of HR management

Appendix 2.1.

The procedure for approving the organizational structure

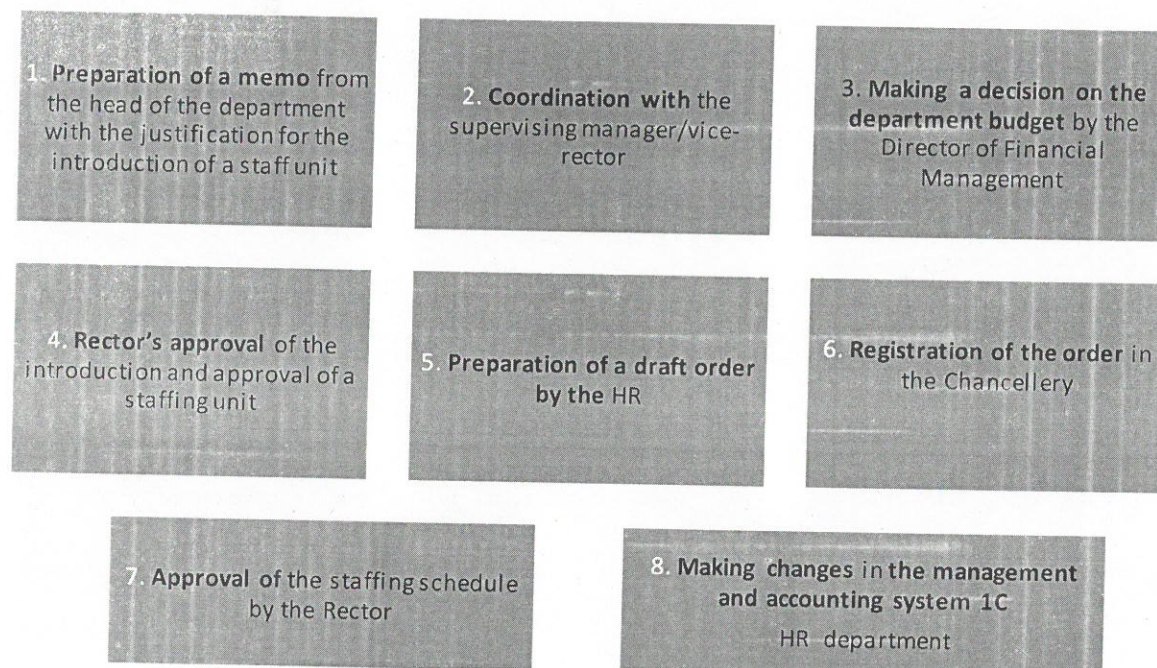
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Appendix 2.1.



Appendix 2.2.

The procedure for adding a new staff unit



APPENDIX 3

Sample application for transfer to remote work

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To the Rector of the Educational
Institution "Almaty Management
University" Kurenkeyeva G.T.
from the employee
(job title)

APPLICATION

I ask to transfer me to remote or combined remote work from " _____ " 202_____ to " _____ " 202 _____, with payment of 80% of my official salary in accordance with the Rules for Internal Labor order.

Date _____ Signature _____

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APPENDIX 4

PROCEDURE FOR REGISTRATION AND GRANTING OF VACATIONS

1. Drawing up and coordinating a vacation schedule

- 1) HR Department Employee sends a memo to the Documentolog with the form of the vacation schedule to the heads of departments to form the vacation schedule. The vacation schedule is formed and approved for the calendar year.
- 2) creates a vacation schedule for his department within 3 weeks.
- 3) The head and employees of the department sign the formed vacation schedule. The head of the department transfers the vacation schedule no later than November 10 to the supervising manager for approval.
- 4) The supervising manager approves the vacation schedule no later than November 17.
- 5) The head of the department no later than November 20 uploads a scanned copy of the approved vacation schedule to Documentolog and transfers it to the HR Department. original approved vacation schedule.
- 6) HR Department Employee no later than December 18, enters data on the vacation schedule into 1C .

2. Registration of paid annual leave

HR Department Employee sends an email to the employee and his/her supervisor confirming the vacation dates at least 10 calendar days before the vacation begins according to the vacation schedule.

2) The employee sends the document to the Directorate employee within 2 working days HR response email confirming or not confirming vacation dates within the vacation schedule.

3) In case of confirmation of vacation dates within the vacation schedule, the employee of the Department Within 1 working day, HR enters data into 1C , issues a vacation order and transfers it to the accounting department.

4) In case of failure to confirm the vacation dates within the vacation schedule, the employee, no later than 2 weeks before the planned vacation, submits an application for annual paid labor leave to the Documentolog. The vacation application is approved:

- ✓ By the head of the department within 2 working days from the date of application submission.
- ✓ By the supervising manager within 4 working days from the date of application submission.
- ✓ employee of the Administration Within one working day, HR enters the dates of the agreed vacation into 1C, issues an order for vacation and transfers a copy of the order to the accounting department.

2) The responsible accountant calculates the allowance:

- Within the framework of the vacation schedule - 3 working days before the vacation start date ;
- Outside the vacation schedule (upon request) - no later than 3 working days from the date of granting the vacation.

3. Registration of leave without pay

1) The employee submits an application for leave without pay in the Documentolog electronic document management system .

The application for leave is approved:

- By the head of the department within 1 working day from the date of application submission.

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- The supervising manager within 2 working days from the date of application. If the managers do not agree on the dates of unpaid leave, new dates are discussed with the employee.

2) employee of the Administration Within one working day, HR enters the dates of the agreed leave without pay into 1C, issues an order for leave and sends a copy of the order to the accounting department.

3) When registering a marriage, the birth of a child, the death of close relatives (parents, children, brothers, sisters, grandfathers, grandmothers, grandchildren), an employee can submit an application for leave without pay for up to 5 (five) calendar days . Documentolog. The employee indicates that the Department is reviewing HR and uploads a scanned copy of the documents confirming the event.

4) Within one working day, submit this application for execution. and Management HR notifies the employee's immediate supervisor via the Documentolog.

5) department enters the dates of unpaid leave into the TS, issues an order for leave and sends a copy of the order to the accounting department.

4. Registration of other types of leave

4.1. Study leave

1) The employee submits an application for educational leave to the Documentolog. The employee specifies the HR Department as the reviewing party and uploads a scanned copy of the call-up certificate from the educational organization.

2) The Head of the HR Department shall transfer this application to the HR Department employee for execution within one working day. and notifies the employee's immediate supervisor through the Documentolog.

3) HR management within one working day, enters vacation dates into 1C, issues a vacation order and transfers a copy of the order to the accounting department.

5. Leaves in connection with pregnancy and childbirth

1) The employee provides a certificate of temporary disability to the HR Department , as well as, if necessary, documents confirming the fact of adoption of the child.

2) department enters the dates of maternity leave or leave of an employee who has adopted a newborn child (children) into 1C, issues an order for leave and sends a copy of the order to the accounting department.

3) If an employee needs to care for a child until the child reaches the age of three, the employee writes an application for unpaid leave to care for the child until the child reaches the age of three. The employee submits to the HR Department the application, documents confirming the fact of the child's birth, and, if necessary, documents confirming the fact of adoption of the child.

4) Department enters the dates of parental leave into 1C within one working day , issues an order for leave, transfers a copy of the order to the accounting department and sends it to the Department IT application to block an account.

6. Registration of a recall from vacation

1) If necessary, the employee's supervisor requests the employee's consent to recall from vacation. The employee sends the supervisor a scanned copy of the signed application for consent to recall from vacation by e-mail or other information technology.

2) Upon receipt of consent, the employee's Manager prepares a memo to recall the employee from vacation and sends it for approval via Documentolog with a scanned copy of applications for consent to withdrawal.

3) The supervising manager approves the memo within 2 working days. for a recall from vacation.

The paper document is in uncontrolled conditions. Before using, check the relevance of the revision in the Documentolog system.

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4) On the day of leaving the vacation, the employee provides the HR Department original application for consent to recall from vacation.

5) HR management within one working day, issues a recall from vacation to 1C, issues an order for vacation and transfers a copy of the order to the accounting department.

6) If the employee refuses to withdraw, the employee informs the manager of his decision via e-mail.

7) During the vacation, the employee retains his job. The period of vacation is counted towards his work experience.

8) not permitted to recall an employee under the age of eighteen or pregnant employees from annual labor leave.

9) The unused portion of the paid annual leave due to recall shall, by agreement of the parties to the employment contract, be granted during the current working year or in the following working year at any time, or shall be added to the paid annual leave for the following working year.

10) It is prohibited to fail to provide unused paid annual leave or part thereof for two consecutive years.

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APPENDIX 5

PROCEDURE FOR APPLYING DISCIPLINARY SANCTIONS

1. In the event of a disciplinary offence, after all the reasons have been clarified, the immediate supervisor must prepare and submit to the Department HR the following documents:
 - 1) A report or a memorandum detailing the nature of the disciplinary offence (Appendix 5.1)
 - 2) A written explanation from an employee who has committed a disciplinary offense (Appendix 5.2.), which must be requested immediately after the offense is discovered
 - 3) Failure of the employee to provide an explanation is not an obstacle to the application of disciplinary action. In this case, a corresponding act on the refusal to provide a written explanation is drawn up (Appendix 5.3).
 - 4) Other documents and materials necessary for making a decision on the imposition of a disciplinary sanction, confirming violations, facts, written evidence, internal regulations, acts, job descriptions, etc. with the employee's signature on familiarization with the submitted documents, or a medical examination upon appearing at work in a state of alcoholic, narcotic or toxicological intoxication.
2. After receiving all the documents on disciplinary action, the Office HR together with the Legal Department, conducts an audit of the completeness and compliance with the legislation. In case of discrepancy between the submitted documents on the above points, the Department HR provides the employee's immediate supervisor with a reasoned response regarding the reasons why it is impossible to apply disciplinary action.
3. If a disciplinary measure is applied to an employee based on the decisions of the Commission, the authorized representative shall forward it to the Administration HR all documents that were considered by the Commission, the minutes and the employee's explanation.
4. If the documents comply with all standards, Management HR prepares a draft order on the application of disciplinary sanctions, carries out all required approvals and confirmations.
5. The order on the imposition of a disciplinary sanction is announced to the employee subject to the disciplinary sanction, against signature, within three working days from the date of its issuance. In the event of the employee's refusal to confirm with his signature that he has read the employer's order, a corresponding entry is made in the order on the imposition of a disciplinary sanction.
6. If it is impossible to familiarize the employee personally with the employer's act on the imposition of a disciplinary sanction, the employer is obliged to send the employee a copy of the order on the imposition of a disciplinary sanction by registered mail with a notice of delivery within three working days from the date of the employer's order.
7. At the request of the immediate supervisor, the disciplinary sanction may be lifted early. In this case, the Employer who imposed the disciplinary sanction on the employee issues a corresponding order.
8. Control HR familiarizes the employee with the employer's act (order) on the early removal of the disciplinary I will collect



APPENDIX 5.1.

ACT

For example, about absence at work, about failure to perform job duties, etc.

« _____ » _____ 202 _____. No. _____

I, _____

Position, full name

In the presence of

1 _____

(position, full name)

2 _____

(position, full name)

3 _____

(position, full name)

have drawn up this act on the following:

_____ For example, " _____ " _____ 202 _____. I established the
absence at work of _____ (full name, position, department in full), during the check it was
discovered that the employee was absent from work from " _____ " _____ 202 _____.
_____ 202 _____ without good reason.

4 As a disciplinary sanction, I propose to apply (underline as appropriate)

- remark

- reprimand

- severe reprimand

- termination of employment contract

Attachments:

1. _____

2. _____

3. _____

*Here you must attach documents and materials necessary for making a decision on the
imposition of a disciplinary sanction, confirming violations, facts, written evidence, internal
regulations, acts, job descriptions, etc., or a medical examination, etc. Materials confirming the
fact of the violation.*

We confirm the contents of this act with our personal signatures:

1. _____

(Full name)

(signature)

2. _____

(Full name)

(signature)

3. _____

(Full name)

(signature)

This act was drawn up by

(Full name)

(signature)

APPENDIX 5.2.

EXPLANATORY REPORT

Must be handwritten according to the sample or in free form

I, _____
 (position, full name without abbreviations)

I confirm that I have committed a disciplinary offence, namely _____

Describe in detail the circumstances of the violation

labor discipline, committing a disciplinary offense

indicate the reasons why this fact occurred

 Full name signature

 date

APPENDIX 5.3.

ACT

**on refusal to provide a written explanation
 about the committed disciplinary offense**

« _____ » _____ 202_____

We hereby certify that in our presence on " _____ " _____ 202____ at _____
 o'clock _____

(position, full name without abbreviations of the person who refused to provide a written explanation)

refused to provide a written explanation of the disciplinary offense he had committed.

We confirm the contents of this act with our personal signatures:

1. _____
 (Full name) (signature)

2. _____
 (Full name) (signature)

3. _____
 (Full name) (signature)

This act was drawn up by

 (Full name) (signature)