



Human Resources and
Social Development

Regulations on Leaves

(Issued by the Civil Service Council's Resolution No. 1/1307, dated 16/02/1426 H. (26/03/2005 G.), circulated by the Council of Ministers Court's Letter No. 18507, dated 15/05/1426 H. (22/06/2005 G.), enforced as of the date of circulation on 15/05/1426 H. (22/06/2005 G.))

Telegram
– Circular –

His Royal Highness, the Crown Prince, Deputy Prime Minister, and Head of Saudi National Guard,
May Allah bless him,

A copy to each ministry and government authority,
Each authority shall notify its affiliated and associated entities,
A copy to the Secretariate General of the Civil Service Council.

I, hereby, send Your Highness a copy of the Letter No. 458/426/ M Kh of His Excellency, the Minister of Civil Service and the member of the Civil Service Council, dated 12/05/1426 H. (19/06/2005 G.), which indicates that the Civil Service Council reviewed the amendments suggested by the Ministry of Civil Service to some articles of the Implementing Regulations of the Civil Service Law which regulate leaves, to be provided for in separate regulations entitled "Regulations on Leaves". Accordingly, the Minister of Civil Service issued the Decree No. (1/1037), dated 16/02/1426 H. (26/03/2005 G.) which stipulates as follows:

First: The Regulations on Leaves shall be approved, according to the attached wording.

Second: Such Regulations shall be applicable as of the date of being circulated by the Council of Minister Court.

Since His Highness approved the conclusion reached by the Civil Service Council in that regard, kindly give orders to finalize the required procedures accordingly. Please accept my best regards and appreciation, Your Highness.

Abdulaziz bin Fahd bin Abdulaziz
Head of the Office of the Council of Ministers

Civil Service Council's Resolution No. (1/1037), dated 16/02/1426 H. (26/03/2005 G.)

Kingdom of Saudi Arabia
Civil Service Council
Secretary General

His Royal Highness, Head of Council of Minister Court, May Allah bless him,

Peace and Mercy of Allah be upon you,

The Secretary General of the Civil Service Council is pleased to present Your Highness the Resolution passed by the Council, as stated in the record No. (1037/426), dated 16/02/1426 H. (26/03/2005 G.), as follows:

Resolution No. (1/1037), dated 16/02/1426 H. (26/03/2005 G.)

The Civil Service Council,

Based on paragraph (B) of Article (9) of the Civil Service Law, issued by the Royal Decree No. (M/48), dated 10/07/1397 H. (26/06/1977 G.);

Having reviewed the bill of the Regulations on Leaves, prepared according to the provisions of Article (Second) of the Royal Decree No. (A/90), dated 27/08/1412 H. (01/03/1992 G.), issued for approving the Basic Law of Governance, which stipulates that laws, orders and decrees shall be amended in compliance with the aforesaid Law for the purpose of revising all the legal rules and suggesting the amendments deemed appropriate;

Having reviewed the amendments suggested by the Ministry of Civil Service to some of the articles of the Implementing Regulations of the Civil Service Law which regulated leaves, Articles (28/1) to (28/5), which are (25) articles where (19) articles thereof have been amended, while (6) article remain unchanged. Besides, a number of articles were suggested to be added by the Council's preparatory committee;

Having reviewed the record No. (1900) of the Preparatory Committee, dated 12/10/1424 H. (06/12/2003 G.) and the opinions and proposals of Their Excellencies, the members of the Council towards such proposed amendments, and the opinions of (the Minister of Civil Service and the Member of the Council) and (His Excellency, Dr. Motleb AL-Nafisah, the Member of the Council of Ministers and the Member of the Council) towards the provisions of the bill, the draft and the legal wording of the Regulations in light of the studies carried out on the Regulations rules and the opinions of Their Excellencies, the members of the Council, based on the Council directive during the meeting held on 24/02/1424 H (26/04/2003 G.);

Having reviewed the provision of the High Order No. (7/1600/ M B), dated 02/11/1425 H. (14/12/2004 G.) which states that the National Day shall be an official holiday and it is appropriate to insert an article on the same within the bill of the Regulations; and

Having reviewed the provisions of the bill of the Regulations on Leaves, according to the wording concluded by His Excellency, the Minister of Civil Service and His Excellency Dr. Motleb AL-Nafisah, and the memorandum No. (3736), dated 11/02/1426 H. (21/03/2005 G.), prepared by the Sectary General of the Council, containing the information available on the subject,

The Minister of Civil Service decreed as follows:

First: The Regulations on Leaves shall be approved according to the attached wording.

Second: These Regulations shall be enforced as of the date of being circulated by the Council of Ministers Court.

The Secretary General hopes that Your Highness kindly take the actions deemed appropriate by you to circulate this Decree and the Regulations attached thereto to all the government authorities in order to act accordingly. Attached thereto all the documents related to the Subject.

Please accept our best regards, Your Highness,

Minister of Civil Service
Member of Civil Service Council
Mohammed bin Abdul Fayez

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Regulations on Leaves

(Issued by the Civil Service Council's Resolution No. 1/1307, dated 16/02/1426 H. (26/03/2005 G.), circulated by the Council of Ministers Court's Letter No. 18507, dated 15/05/1426 H. (22/06/2005 G.), enforced as of the date of circulation on 15/05/1426 H. (22/06/2005 G.))

In the Name of Allah, the Most Merciful, the Most Beneficent
Regulations on Leaves

Article (1) (1):

An employee shall be entitled to an annual leave of thirty-six (36) days of each year of service. Such annual leave shall be fully-paid based on the latest salary received by the employee. Besides, the salary of the annual leave may be disbursed in advance if the entitled leave period is thirty (30) days and above.

Article (2) (2)(3)

- 1- An employee shall take his/her annual leave within a period not exceeding three years as of the year of entitlement. Besides, an employee, based on the his/her employer's approval, may delay the leave or a part of it to a fourth year according to the work requirements; otherwise, the employee's right to the leave entitlement, or the remainder thereof, shall be forfeited if such employee fails to submit a request for taking such leave.
- 2- An employee may have his/her full annual leave, or a part of it, at the beginning of the year of entitlement. Besides, the annual leave may be taken as one period or at intervals, not less than five (5) days for each. Exceptionally, a leave of less than this, not less than five (5) days per annum, may be taken.
- 3- The employee's employer shall – when an employee applies for an annual leave – allow the employee to have such leave. However, the employer may – as required by work – delay the beginning of the annual leave for not later than ninety (90) days as of the date of the application for the leave.
- 4- An annual leave may be extended as of the date of the end of such leave.

Article (3)

The summer holiday of educators and school superintendents shall be deemed to be the annual leave stated in Article (1) of these Regulations. Besides, the competent authority may assign an educator to educational tasks during their leaves, provided that an educator shall have a leave of not less than thirty-six days. In addition, the Ministry of Civil Service, in collaboration with the competent educational authority, shall specify the positions whose holders shall be deemed to be educators and their periods of leaves(4). In addition, the competent authority

This Article was amended according to the Council of Ministers' Decree No. (552), dated 25/12/1437 H. (26/09/2016 G.) to be read according to the 1 abovementioned wording.

This Article was amended according to the Council of Ministers' Decree No. (350), dated 03/07/1439 H. (20/03/2018 G.) to be read according to the 2 abovementioned wording.

Paragraph (Second) of the Council of Ministers' Decree No. (652), dated 01/11/1438 H. (14/07/2018 G.), based on paragraph (Sixth) of the Council of Ministers' 3 Decree No. (350), dated 03/07/1439 H. (20/03/2018 G.), to be read as follows:

"Second:

- 1- Without prejudice to the provisions of Article (2) of the Regulations on Leaves, an employee may enjoy an annual leave entitlement not exceeding (108) one hundred and eight days over one year. Exceptionally, an employee whose service calculated for retirement amounts to (25) years and above, or reaches the age of (50) years and above, may enjoy an annual leave entitlement not exceeding one hundred forty-four (144) days over one year.
- 2- If an employee has taken an annual leave from a previous leave entitlement after enforcing the Council of Ministers' Decree No. (552), dated 25/12/1437 H. (26/09/2016 G.), and Decree No. (652), dated 01/11/1438 H. (24/07/2017 G.), the period of such leave shall be deducted from that leave entitlement after the enforcement of those two Decrees.

The issue of the person who shall be deemed to be educators have been previously studied by the Ministry of Education in collaboration with the Court 4

may allow educators and school superintendents to be absent from work for the days specified for the leave between the two school terms except for the persons whom the competent authority believe that they shall continue work. Such persons shall work in shift.

Article (4) (5)

The number of the official working days shall be from Sundays to Thursdays. The official leaves are:

- a. The weekends: Fridays and Saturdays of each week.
- b. The Saudi National Day: The (first) days of the Libra (Scales) at the outset of the solar Hijri year, corresponding to 23 September of the Gregorian Year. If the Saudi National Day corresponds a Saturday, it shall be compensated by the following Sunday. If the Saudi National Day corresponds a Friday, it shall be compensated on the following Thursday. Otherwise, an employee shall not be compensated for the Saudi National Day if it corresponds another official holiday.
- c. Eid (Feast) holidays: It is the less bairam (Eid Al-Fitr). Such holiday starts from the twenty-fifth day of Ramadan and ends at the end of the fifth day of Shawal. And the bairam (Eid Al-Adha), which starts from the fifth day of Dhu al-Hijja and ends at the end of the fifteenth day of the same month.

Article (5) (6) (7)

An employee shall be compensated for the days of the annual leave entitlement based on the latest salary, according to the following:

- 1- If an employee's service ends due to a death or physical disability, the employee shall be compensated for the full leave entitlement.
- 2- If an employee's service ends for another reason, the employee shall be compensated for no more than seventy-two (72) days of the leave entitlement.

Article (6):

If an employee receives a prison sentence which does not require termination, the period of the sentence served in the prison shall be calculated wholly or partially out of the entitled annual or special leaves, as desired by the employee.

Article (7) (8)

If one working day comes between two official holidays, such day shall be an official holiday.

c. As for the remainder of the categories, although their jobs are purely administrative (except for librarianships which have not been agreed upon yet), based on the principle stated in the first paragraph of such record. Besides, because they shall take their leaves during the summer holiday and their roles and responsibilities shrink in the summer holiday, the committee recommends that such persons shall take a summer holiday not exceeding forty-five days, but not less than thirty days as for employees, and not exceeding thirty days but not less than fifteen days as for workers, except for a janitor who may take the annual leave at any time during the year according to the work conditions.

4- As for the treatment of the status of the employees of the supplementary study centers, since their status is temporary, it shall be handled by the Ministry.

5- It is necessary for the other categories, specified in (b) and (c) of the third paragraph of such record, that they shall take their leaves alternately

Article (8):

The following terms shall not be included in the annual leave calculations:

- 1- The term of special leaves.
- 2- The term of suspension from work, and the equivalent, in case of conviction
- 3- The term of a study leave.
- 4- The term of secondment.
- 5- The term of an employee's absence without a legal document.
- 6- The prison sentence term served by an employee according to Article (6) of these Regulations. This shall not include the term deducted from the employee's annual leave if calculated therefrom as desired by the employee.
- 7- The term of the external scholarship, internal scholarship or training, of not less than one month locally or abroad, intervened by a leave or holiday⁹.

Article (9):

An employee has the right to be absent from work fully-paid for the period of taking the exams provided that such employee shall provide evidence for such exams.

Article (10) (10):

An employee who has available annual leave entitlement may, based on the approval of the superior, be absent from work, fully paid, for emergencies for a period of not later than five (5) days during one financial year.

Article (11)

- a. An employee shall be entitled to a sick leave not exceeding two years over four years according to the following orders: (fully-paid six months, half-paid six months, quarter-paid six months and unpaid six months). The beginning of such four years shall be calculated as of the date of the sick leave commencement. However, if the employee is infected with any of dangerous diseases, as diagnosed by the specialist consultant doctor, such employee shall be entitled to a sick leave over four years according to the following order: (one fully-paid year, half-paid three months, quarter-paid three months, and unpaid six months). Such sick leave shall commence as of the date of being absent from work.

If reported that an employee has a dangerous disease during the sick leave, the commencement of such leave shall be amended to be as of the date of the entitled leave.

However, such leave shall be established by a medical report according to the provision of the Sick Leave Report Regulations.

- b. An employee who is injured or infected with a disease that preclude such employee from work on a temporary basis, provided that such injury is caused by work without a willful error, shall be entitled to a sick leave not exceeding one fully-paid year and a half in lieu of the sick leave stated in paragraph (a) of this Article. However, this shall be determined by a medical report as stated by the Sick Leave Report Regulations. If an employee does not recover from the injury or the disease after the aforesaid period, such employee shall be referred to the public medical authority to report if the employee is incapable of

- c. If an employee is not able to work after the end of the sick leave determined in the previous two paragraphs, such employee shall be terminated for being incapable of work.
- d. An employee infected with renal failure shall be entitled to the leave referred to in paragraph (a) of this Article, fully paid for the days taken for dialysis based on a report from the medical authority which administer the treatment.

Article (12):

The sick leave salary shall be disbursed provided that the sick leave shall not be less than one month. If the patient dies during the leave, the amounts disbursed to such patient shall not be refunded.

Article (13):

If the public medical authority decides that it is necessary that the occupationally injured employee shall receive a treatment outside the Kingdom, the authority shall determine the period required for treatment and disburse the travel expenses. Besides, treatment expenses shall be disbursed to such employee for no more one year and a half. Such period may not be extended except by a medical report by the public medical authority for only an equivalent period.

If the medical authority believes that there shall be an escort with the patient, or such escort is an unmarriageable person, based on Sharia, the travel expenses shall be disbursed to such escort and the accommodation expenses as much as the delegation allowance determined for the 6-degree employees if being delegated to travel to the country where the treatment shall be received. Furthermore, the provision of the previous paragraph shall apply to diseased patient to be treated abroad with an escort, as decided by the medical authority. In addition, the previously stated amounts shall be disbursed from the budget of the Ministry of Health.

Article (14):

The process of granting sick leaves and issuing and approving medical reports, inside and outside, shall be regulated in compliance with the regulations issued by the Ministry of Civil Service in collaboration with the competent authorities (11).

Article (15):

In case that an employee must escort any of his/her relative for treatment, or if a mother desires to escort her child who is under the age of seven, along with the child's escort and mother, both shall have the annual leave entitlement. However, if the escorting period exceeds the entitled annual leave, such employee shall be allowed to be absent and shall be treated for the excessive period according to paragraph (a) of Article (11) of these Regulations as determined by the medical reports, provided that:

- The patient shall be the employee's child, wife or husband or any of the parents or the siblings supported by the employee. However, the Minister of Civil Service may exclude this requirement in the cases that the employee shall escort one of his/her relative without being the sole provider.
- The public medical authority, for a patient who receives treatment abroad, or the hospital's director or any of its doctors, for a patient who receives treatment inside the country, shall decide that there shall

Article (16):

An employee may take the annual leave during or after the sick leave.

Article (17):

An employee may have an unpaid sick leave if such employee holds a degree not less than the general secondary, or the equivalent, provided that:

- 1- Such employee shall have been in service for (three years) and his/her professional performance shall not be less than Very Good.
- 2- The subject of such employee's study shall be related to the work for the employer.

Article (18):

The government authority, where an employee, having a study leave, works, shall follow up the study progress. If such employee drops out or fails to complete the study, the authority may cut his/her leave. Besides, the employee, as required by circumstances, may cut his/her leave and return to work upon the authority's approval.

Article (19):

If the purpose of the study leave is achieved, the period of such study leave shall not be calculated for the purposes of appointment or promotion(12).

Article (20):

Upon a decree by the competent minister, for reasons acceptable by the authority, an employee may be granted an intermittent or consecutive unpaid special leave for a period not exceeding one year over five years. In addition, the Minister of Civil Service may extend such leave for a period/ periods not exceeding one year. As for Saudi female employees who desire to escort their husbands or providers abroad, they shall be granted, by a resolution from their employers, an unpaid special leave as much as the period of escorting, not exceeding intermittent or consecutive ten years over the career lifetime. Besides, the husband or the unmarriageable person of the female scholar abroad shall be treated as if he were a civil service employee based on these rules.

Article (21):

- A- An employee shall be granted a fully-paid three-day leave in case of the death of a parent, a child or the wife, and fully-paid one-day leave in case of the death of a brother or a sister.
- B- A female employee shall be entitled to a fully-paid leave for the death waiting period.

Article (22):

- A. A female employee shall be entitled to a fully-paid maternity leave for (60) days.
- B. If a female employee desires to be fully dedicated for looking after her infant, she may have a quarter-paid maternity leave / leaves for (three years) to the maximum over her service in the State after the end of the maternity leave stated in paragraph (a) of this Article provided that the amounts disbursed to her shall not be less than one thousand and five-hundred riyals (SAR 1500) per month, according to the

- 2- The administrative authority may delay such leave for a period of not later (60) days as of the date of submitting the application for the leave, as required by the work interest. Besides, such leave may be extended upon the administrative authority's approval within the aforesaid maximum limit.
- 3- For a female teacher, such leave shall not be less than one school term. Exceptionally, the female teacher may be granted such leave for the remainder of the term as such leave shall be combined with the maternity leave.

Besides, it is permissible to contract a job of a female teacher who is granted a maternity leave based on the Civil Service Council's Resolution No. (1/677), dated 24/01/1421 H. (29/04/2001 G).

- C. If a custodian female employee applies for a leave for looking after a (sponsored orphan) child, she may have the maternity leave stated in paragraph (B) of this Article, based on the controls decided by the Ministry of Civil Service.
- D. A male employee may be granted a fully-paid one-day paternity leave when he has an infant, within a week from the date of delivery.

Article (23):

An employee may be fully-paid absent for the purpose of participating in relief works or civil defense works, for a period not exceeding forty-five days over the year according to the controls imposed by the Civil Service Council(13).

Article (24):

The status of the employees participating in the national events, internally and externally, shall be regulated based on the arrangements stated in the Council of Ministers' Decree No. (310), dated 27/10/1429 H. (27/10/2008 G.) as to be amended in the future (14).

Article (25):

Authors and men of letters, of the State's employees used by literary clubs, shall be allowed to be absent from work for the purpose of participating in cultural conferences, symposia and lectures held in the districts of the Kingdom whenever this is recommended by the supervisory authority or the boards of the directors of the literary clubs. Such absences for such assigned tasks shall not be deducted from the leaves of the men of letters. However, the absences shall not exceed thirty one days over one year. The supervisory authority shall notify the participant's reference sufficient time prior to the absence.

The Civil Service Council's Resolution No. (1031), dated 08/07/1406 H. (18/03/1986 G.), was previously issued, stating: "A Saudi employee may be fully-paid 13 absent for participating in external relief works according to the following controls:

- 1- The approval of the Saudi Red Crescent Authority, based on its instructions, and the employee's employer shall be obtained for participating in the relief works.
- 2- The competent minister or the head of the competent authority shall pass the relevant administrative resolution.
- 3- The employee absent from work shall not be entitled to any benefits or allowance other than the salary and the monthly transport allowance within the period of absence.

Article (26) (15):

An employee who is assigned to work during the official holiday may be compensated by a leave in lieu of a financial remuneration, based on the following controls:

- A. The compensation shall be one working day for a one-day leave, except for Eid and the following two days. In Eid, one day of Eid shall be for a two-day leave.
- B. The assigned employee shall have the compensated leave immediately after the assignment. However, such leave may be delayed for period of not (one year) as of the date of the end of the assignment. Besides, such leave shall not affect the employee's annual leave entitlement.

This requires the following:

- 1- There shall be a written waiver of the claim for the financial compensation before the governmental and judicial authorities.
- 2- The waiver shall be stated in the administrative resolution which states that the compensation shall be for a leave instead of financial compensation.

Article (27):

The authority may deduct the employee's absence days from his/her annual leave entitlement if the employee gives an excuse acceptable by the authority. However, if the employee does not have any annual leave entitlements, the absence days shall be calculated as unpaid excused absence. In addition, the absence hours shall be summed and treated according to this rule.

Article (28):

The Ministry of Civil Service shall:

- 1- Regulate how an employee annual leave entitlement shall be treated when such employee is transferred from being subject to the Civil Service Law to another law or vice versa(16).
- 2- Set out the controls to be followed for proving that that an employee's disease or injury is due to conducting the work(17).

This Article has been amended by the Civil Service Council's Resolution No. (1/1917), dated 17/1/1436 H. (10/11/2014 G.), circulated by the Royal Court's Letter 15 No. (10702), dated 09/03/1436 H. (31/12/2014 G.).

The Circular No. (4/T/17), dated 13/04/1399 H. (11/03/1979 G.) of the Civil Service Court (currently, the Ministry of Civil Service), on the Article 28/25 of the 16 Implementing Regulations of the Civil Service Law, which has been inserted into the Regulations on Leaves after being issued and has become under paragraph (i) of Article (28) of these Regulations. Such Circular regulates how an employee's leave entitlement shall be treated if the employee is transferred from being subject to the Civil Service Law to another law, or vice versa. It concludes as follows:

- 1- An employee shall be given the option of either summing the leave entitlement before the application of the Civil Service Law to the employee's entitlement after applying the Law on him/her, or being compensated for such leaves upon the end of service, according to the provisions of the Civil Service Law and its Implementing Regulations.
- 2- Or the compensation for such leave entitlement before the application of the Law as decided by the Law if the employee was subject thereto before the Civil Service Law and its Implementing Regulations until the date of the application of such Law to them.
- 3- As for the employees transferred from the government departments to public organization after applying the Civil Service Law to such organizations, such employees shall maintain their leave entitlement before being transferred to the organization. Besides, the employee's leave entitlement shall be added to the subsequent leave entitlement in the organization for taking them or compensating for them at the end of service according to the Law applicable to the organization.

As for the evidence for occupational injury, according to Article (28), paragraph (2) above:17 The Court (currently, the Ministry of Civil Service) issued the Circular No. 4/N/43, dated 03/08/1398 H. (04/08/1978 G.) on Article 28/13 of the Implementing Regulations before being inserted into the Articles of the Regulations on Leaves. Such Circular state:

- First: If an accident occurs during work:
- 1- The employee's superior, in the administrative authority which the accident occurs, shall draw up a procès-verbal for investigating the accident, stating:

- 3- Set out the controls and procedures which ensure the good regulation of leaves.

Article (29) (18):

- A. An employee's annual leave may be cut and the employee accordingly returns to work based on the following conditions:
1. Both the employer and the employee shall approve cutting the leave.
 2. The employee has spent the minimum limit of such leave, which is (five) days.
 3. The leave cut shall not result in any financial benefits for the employee.
 4. The employee has taken annual leave over the past (three years), not less than (36) days.
- B. Any of the leaves stated in these Regulations may be intervened by another leave if it is legally entitled, except for: the two Eids, the Saudi National Day, the compassionate leave, the study leave, and the special leave for escorting abroad.

The same shall be established as for the injuries occur during the injured employee's transportation based on the instructions of the reference or during assigning the employee to an official task by traveling.

Third: In all cases, the injured employee shall be referred to the competent medical authority for diagnosing the disability.

Fourth: In such cases, the injured employee shall be compensated according to the provisions of Article (35) of the Financial Rights and Benefits Regulations.

As for the leave, it shall be according to Article (11) of the (Regulations on Leaves).

Fifth: - The injured employee's authority (employer) shall pay the compensation entitled as a result of the accident according to the provisions of financial instructions.

- The employee's dedication for treating people with severe disabilities:
- The Civil Service Council's Resolution No. 1/970, dated 26/03/1426 H. (05/05/2005 G.) was passed stating the amendment of paragraph (Second) of the Civil Service Council's Resolution No. (1/849), dated 28/12/1423 H. (01/03/2003 G.), to be read as follows:

First: - As for the urgent need estimated by the competent person for the qualification in the Association of Blind, or any other similar centers, for training a male or female employee, during the official working hours on treating people with severe mobility impairment (a child or a parent), each case shall be reviewed by a joint committee, including representatives of the Ministry of Civil Service, the Ministry of Health, and the other relevant authority, for studying the level of tolerance – according to the input of each case – for the way of treating the disabled person according to the following controls:

An employee shall not have an annual leave entitlement. If the employee has an annual leave entitlement, the absence for training shall be deducted for such entitlement.

The disabled person shall be a child or a parent of the male or female employee.

The period of absence from work shall be limited to the period of the training required as determined by the competent persons in the center, based on a report on the case of the disabled person. Such report shall be approved by the rehabilitation specialist and ratified by the center management. Besides, the period of absence shall not exceed six weeks.

If an employee receives allowances or benefits, such allowances or benefits shall be suspended over the period of absence for the aforesaid training, except for only the monthly salary and the transportation allowance.

An authentication certificate shall be issued by the center establishing the male or female employee's attendance during the training period and the start and end of the daily training hours. Such certificate shall be placed in the employee's file with the employer (the authority where the employee works).

Besides, the Ministry of Civil Service shall be provided with a copy thereof.

Second – The recommendations of the aforesaid joint committee shall be approved by His Excellency the Minister of Civil Service.

- Leaves and the leaves calculated upon the retirement:

Several questions on leaves and the leaves to be calculated as a service for the purpose of retirement were asked.

For the importance of this subject and the answer to such questions, this concerns the provisions of the Pension Law. Accordingly, the provision of Article (16) of the Pension Law indicates that the period of unauthorized absence and unpaid leaves, except for sick leaves, study leave, suspension period, which deprives an employee of his/ her salary, and the month fractions of the term of service, shall be excluded from the terms of the service calculated for the retirement. Besides, the secondment period and the unpaid study leave shall be included in the periods calculated for retirement and deductions shall be

In the Name of Allah, the Most Merciful, the Most Compassionate
(Circular on Forms)

Circular No. 703/12680 of Ministry of Civil Service, dated 17/03/1427 H. (15/04/2006 G.)

- The aforesaid Ministry's Circular was issued, including the study conducted by the Ministry on enforcing the Article 28/3 of the Regulations on Leaves, which stipulates: "Ministry of Civil Service shall set out the controls and procedures which ensure the good regulation of leaves).
- Three forms have been developed, specifying their numbers in the Manual for Employee Affairs in Government Authorities and Public Organizations, to be applied as of (01/04/1427 H. (29/04/2006 G.)).
 - 1- Work Compensation Leave Application Form No. (Sh/54/A).
 - 2- Financial Compensation Non-Claim Form No. (Sh/54/B)
 - 3- Compensation Leave Decision Form No. (Sh/54/Kh).

(On the next pages, copies of the aforesaid Forms)

In the Name of Allah, the Most Merciful, the Most Compassionate

Kingdom of Saudi Arabia

Entity:

Employee's Leave Application Form

For Employee	His Excellency, May the Peace and Mercy of Allah be upon you, Kindly grant me a(n) <input type="checkbox"/> annual <input type="checkbox"/> compassionate <input type="checkbox"/> special <input type="checkbox"/> Compensatory leave, for a period of () day(s), as of / /14 H.. My address during the leave is Name: Job: Rank: Department: <input type="checkbox"/> With advance salary <input type="checkbox"/> Without advance salary. Signature: Date: / /14 H.
For Personnel Affairs	Please note that: Employee's total leave entitlement: (). Annual Entitlement () Date of last leave / /14 H., for () day(s) <input type="checkbox"/> Leave legally entitled. <input type="checkbox"/> Leave legally NOT entitled. Manager of Personnel Affairs, Name Signature
Superior's Approval	<input type="checkbox"/> Approved for day(s), as of / /14 H. <input type="checkbox"/> Rejected for Superior's position: Name: Signature:
Authorized Person's Approval	Authorized Person: Name: Signature:
Application shall be referred to the Personnel Affairs Dept. if the annual, special or compensatory leave is approved.	

Declaration

I, the employee

hereby undertake that I may not claim any financial compensation before the government authorities or the judicial authorities during my assignment from / /14 H. to / /14 H.,

Accordingly, I set my hand hereto.

Employee's Name:

Job Title: Rank (), No. ()

Signature:

Superior's Approval

Job Title:

Signature:

Name:

In the Name of Allah, the Most Merciful, the Most Compassionate

Kingdom of Saudi Arabia

No.:

Entity:

Date: / /14 H.

Personnel Affairs Dept.

Attachments:

Compensatory Leave Resolution

Based on the granted powers,

With reference to the leave application and the Financial Compensation Non-claim Declaration, based on Article (26) of the Regulations on Leaves,

It has been resolved:

- 1) to approve that the employee (), who holds a position of, No. (), rank (), No. (), grade (), salary () riyals, shall be granted a compensatory leave during his/her working period as of / /14 H. to / /14 H., for () days, as of / /14 H.
- 2) that this compensatory leave shall forfeit the employee's right to claim any financial rights for the aforesaid working period.
- 3) The competent authority shall legally enforce this accordingly.

Authorized Person's Job:

Signature:

Name:

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- A Copy to the full basic salary, for the employees, archive, and the employee's file
 - A copy to the salaries – payments.
 - A copy to the follow-up unit, and a copy to the administrative communications
 - A copy to () Department for information and return therefrom.

Council of Ministers' Decree No. (310), dated 27/10/1429 H. (27/10/2008 G.), circulated by the Letter No. (43140/B) of the Head of the Office of the Council of Ministers, dated 01/11/1429 H. (30/10/2008 G.), on regulating the statuses of the public and private sectors' employees who participate in the national events internally and externally¹⁹

The Decree states as follows:

- (i) The approval for regulating the statuses of the public and private sectors' employees who participate in the national events abroad, as follows:

First: Sports events internally and externally.

Educators and students of general and university education, and the equivalents in the other educational and training institutions, civil workers in public and private sectors and the militaries, are allowed to be absent from schools, universities, faculties and work for the purpose of participating in championships, events, and tournaments with their different systems, preparation programs, bilateral interviews, meetings, conferences, festivals, symposia, training courses, etc. including the other internal and external activities in different capacities, names and level within the year, as follows:

- 1- Educators and students of both public and private sectors in the stages of the general and university education, and the equivalents in the other educational and training institutions, may be absent – during one year – for the following periods:
 - a. Thirty days to the maximum inside the Kingdom.
 - b. Sixty days to the maximum outside the Kingdom.
- 2- Teachers and physical education superintendent may be absent – over one year – for a period not, in total, exceeding:
 - a. Forty-five days to the maximum inside the Kingdom.
 - b. Seventy-five days to the maximum outside the Kingdom.
- 3- Civil workers in both government and private sectors and militaries may be absent – over one year – for a period not, in total, exceeding:
 - a. Sixty days to the maximum inside the Kingdom.
 - b. Ninety days to the maximum outside the Kingdom.

This excludes the track and field and swimming, where participants may be absent for additional days not exceeding, in total, thirty days in addition to the period specified in paragraph (b) due to the plenty of the preparation programs, the competition of such games, the continuous training and participation for setting records.

- 4- Upon qualifying the Saudi national team or any club for the team or individual games in the junior, youth and under-16 teams for the World Cup, Olympic Games, Asian Games, or the Pan Arab Games, competitors may be absent from schools, universities, faculties or work for an additional period plus the periods stated in paragraphs (1) to (3), but not exceeding the following periods:
 - a. Thirty days to the maximum for team games.
 - b. Sixty days to the maximum for individual games.

achievements, or the players or technicians qualified for making achievements that fit the prestige of the Kingdom.

- b. Such list shall be made on a quarterly basis by the Chairman of the General Sports Authority based on a recommendation from the Head of the Olympic Committee. Besides, such list shall be circulated to the relevant authorities. The training programs and internal and external participations of the listed persons shall be specified.
- c. The listees shall be subject to internal and external extensive qualification programs. In addition, their dedication periods shall not be restricted by the places of training or participation stated in paragraphs (1) and (3) of Article (1/ First) of this Decree.
- d. The list shall be treated as the qualified national teams stated in paragraphs (4) of clause (1/ First) of this Decree.
- e. The listees participating in the training programs may be absent from workplaces or schools for additional days plus the periods specified paragraphs (1), (2), (3) and (4) of clause (1/ First) of this Decree, not exceeding (120) days. Besides, the correspondences related to the applications for participation in the programs shall be issued by the Chairman or Vice-chairman of the General Sports Authority. In addition, the entities of the listees shall be provided with the technical program, schedule and general performance of each athlete.
- f. Each listee employee of the private sector shall be equivalent to four employees in Software Scopes.
- g. The Ministry of Education shall treat its listees in a way that serve their career future through providing the suitable ways (scholarships, visitor student or any other method) in order to continue their education in the cities or countries where they receive their training programs.
- h. The Saudi Olympic & Paralympic Committee shall make arrangements with the Ministry of Education in order to find internal and external scholarship opportunities for the sports specialties as needed. The listee shall have the priority.
- i. The Saudi Olympic & Paralympic Committee shall make arrangements with relevant authorities for assigning, seconding or delegating their civil and military listees or their parents to the branches, attachés, schools, institutes or universities which are in the city or the country where a listee receives the training programs.

Second: Internal and External Cultural and Social Activity:

Educators and students in general and university education, and the equivalents in the other education and training, and civil employees and militaries may be absent – over one year – for participating in the events, evening gatherings, bilateral interviews, expos, meetings, cultural conferences, festivals, youth delegates, symposia, training courses, etc., including the internal and external activities, in different capacities, names and levels, for total days not exceeding:

- a. Thirty days to the maximum inside the Kingdom.
- b. Sixty days to the maximum outside the Kingdom.

Third – General Rules:

- 2- The General Presidency of Youth Welfare (GPYW), the Ministry of Culture and Media shall nominate a competent qualified supervisor for supervising and following up the under-15 students in the internal and external participations.
- 3- The competent government authorities shall, as much as possible, undertake the different activities at the weekends and annual leaves so that the participants shall not be affected by such participations.
- 4- The competent government authorities shall, as much as possible, cease the students' participations in different activities a month prior to the commencement of the exams of both semesters.
- 5- The government authorities shall limit dedication to those who actually and directly participate in the different internal and external activities.
- 6- The General Presidency of Youth Welfare (GPYW), its offices, and the Ministry of Culture and Media shall address the educational departments and the other relevant authorities with a request for allowing the affiliates of such authorities to participate in the different activities, sufficient time prior to the commencement of the activity.
- 7- Educators shall be allowed to participate in the sports, cultural, social, etc. activities within the limits that shall not adversely affect the students' interest, at the desertion of the Ministry of Education and as required by the interest.
- 8- The Ministry of Education shall, in cooperation with the General Presidency of Youth Welfare (GPYW) and the other government authorities, shall organize tutorial classes or a specific study for the students who participate in different activities after they return to their schools in order to attain the missing lessons, if required.
- 9- If the students' participations in such activities coincide with their monthly tests or the commencement of university enrollments, the Ministry of Education, and the equivalent educational and training authorities, shall give them such tests and enroll them at schools and universities after the end of such activities, if the other conditions are fulfilled.
- 10- The competent and relevant authorities shall secure the study at schools and universities in the city where such activity is undertaken.
- 11- The competent and relevant authorities shall consider that the participating students' absence shall not adversely affect their attendance if they regularly attend for the rest of the academic year.
- 12- The Ministry of National Guard, the Ministry of Defense, the Ministry of Interior and the Ministry of Education shall give the students who are excellent at different activities – who made achievements and reached advanced positions at the gulf, Arabia, intercontinental and universal levels – the priority to be admitted in different university and military colleges if they fulfill the other conditions.
- 13- The administrators, technicians, trainers, and referees participating in the sports, cultural and social delegates shall be prepared and treated according to the provisions of delegation, and shall be paid travel allowances, including transportation and delegation, over the period of participation, by the General Presidency of Youth Welfare (GPYW) and the Ministry of Culture and Media or the entity which requested their participation.

participants in the internal and external sports, cultural and social activities, including administrators, technicians, trainers, referees and players over the period of their participation in such activities, if required by their employers.

- 17- The beneficiary authorities shall pay the private sector workers or the self-employed the travel expenses, including transportation, delegation and remunerations, based on the regulatory rules approved by the Civil Service Council (as provided in paragraph (13) of this clause).
- 18- The competent and relevant authorities shall consider that the participation of the civil employees or the militaries shall not adversely affect their job status in terms of promotions, entitled annual bonuses and leaves, due to their participation in the activities.
- 19- The Ministry of Culture and Media and the General Presidency of Youth Welfare (GPYW) shall develop the cultural, sports and social activity programs at the beginning of each year and provide the competent authorities with such programs.
- 20- The participation-related correspondences shall be issued by the General (Vice-)President of Youth Welfare and the (Deputy) Ministry of Culture and Media.
 - (2) – This Decree shall replace the Council of Ministers’ Decree No. (28), dated 30/01/1406 H. (14/10/1485 G.) and the subsequently issued decrees and instructions.
 - (3) – This Decree shall be applicable as of the date of issuance.

