

**Handbook of
Personnel's Affairs**

Definitions:

The following terms shall have the meanings expressed next to them, unless the context requires otherwise.

Laws: civil service laws.

University: Majmaah University

Position: means the grouping of duties and responsibilities assigned by an appointing authority that comprise a job to be performed by one employee for a wage. A position may be temporary or permanent, occupied or vacant.

Employee: A person who is hired on regular basis by an authorized body to provide job duties and responsibilities for a wage agreed upon, and he is granted rights and privileges related to the job.

Salary scale: is correlated with the civil services law.

Rank: rank is a job level within the vertical chain of job levels in order of importance in relation to other jobs, and it is formed what is called job scale.

The job scale has fifteen ranks according to the civil services law. The educational regulation also specifies scales in six levels. In addition, the scale reflects the financial connectivity for the job (salary) that paid for performing work and is determined according to the level, responsibility, duties and necessary qualification.

Selection of candidates: Rank the candidates for a job on the basis of superiority points that each one got according to the candidacy selection standards.

Employee's duties: the civil services law specified the duties and prohibition of administrative employees as follows:

- 1- Adherence to Islamic law and its application in appearance and behavior, and female employee shall adhere to wearing respected clothes and Hijab.
- 2- Adherence to the working hours and the allocation of time to perform the duties of his job in addition to carrying out the orders honestly and sincerely according to rules and regulations.
- 3- Not to engage in any business or vocational career unless it is excluded by the law.

- 4- Avoiding perpetrated a deed that offends the honor of his career whether it is inside or outside the work place.
- 5- Dealing positively with people related to his job including, bosses, colleagues, employee and beneficiary of the services.
- 6- Giving consideration to etiquette while dealing with the crowd, bosses, colleagues and employees.
- 7- Loyalty to God then to the homeland, providing services to all people professionally and carrying out instructions and decisions related to his work.
- 8- Not exploiting the authority granted to him by virtue of his job.
- 9- Not accepting or requesting bribes in any forms according to Anti-Bribery laws.
- 10- Not accepting gifts, perks or mediation from Stakeholder.
- 11- Not disclosing secrets that seen by virtue of his job, even after leaving the job.

Rights and Privileges

The followings are rights and benefits obtained by the employee in accordance with the civil service laws and regulations.

- 1- Salary
- 2- The Employee shall be entitled a salary indicating in the salary scale according civil service laws starting from the first day of working.
- 3- The employee shall be recruited to the first category of the job rank. If his salary upon recruitment is similar or exceeds that of this category, he shall be given the salary of the first category that exceeds the assigned salary.
- 4- In case of recruiting employee who quits his job to the same job, he shall be given the same category. However, if he returns to lower job category, he shall grant the salary of the next category he was occupying. So if his salary exceeds the category of the last salary in his scale, he shall grant this scale.

Annual raise

The employee is granted regular raise according to the salary scale of the civil service law. He promoted to the next category of the same rank. This promoting is done at the beginning of hijri year.

Promotion:

- 1- Promotion is granted to the vacancy through selecting nominee by the committee of promotion.
- 2- Promoted employees shall be given the salary of the first category of the job rank to which he is being promoted. If the assigned salary upon promotion equals, or exceeds, that of this degree, the salary of the first degree that exceeds the assigned salary shall be given to him. And if the employee got excellent or very good rating in the last two years, the promoted employee shall be granted the salary of next category.

Leaves

The employee shall be given, according to rules and regulations, different types of leaves as follows:

1- The annual leave

The regulation of leaves, the decisions of the civil service board and related regulations have regulated employee's leave as follows:

- 1- The employee shall be entitled an annual leave for thirty six days on each year of service with a full salary depending on his last salary. The

employee's salary may be paid in advance if the period of his leave is a month or more.

2- The employee may enjoy his leave for a period or more with a minimum of five days for the period.

3- The leave shall not extend for more than once.

4- The annual leave must not postpone more than three years; the administration should give opportunity to all employees to take advantage of their regular leaves through yearly schedule that consistent with the work requirements.

5- The employee can carry forward the annual leave. But he can't carry forward more than 90 days a year. The employee who serves for at least 25 years or who is fifty years old or more, can enjoy his credited annual leave if it doesn't exceed 120 days during the year.,

6- The employee does not deserve regular leave about the following periods.

- A period of exceptional leave.
- A period of suspension and the like once found guilty.
- A period of study leave.
- A period of secondment.

- A period of paid or unpaid absence if he is terminated at the end of the absence period.
 - A period that spent in the jail to implement a judgment against him.
- 7- The university can deduct the absence days of the employees from his credited annual leave if he presented accepted excuse to the body. However, if he doesn't have credited annual leave, it should be deducted from his salary. The hours of absence and departures of work are calculated based on this rule.
- 8- The contracting staff is granted (45) days. The leave is deserved for part of the academic year when deemed suitable. The expatriate earns a full leave if his contract was effective a month following the signing of the contract with the University. The University Council is entitled to change the duration of the annual leave according to the academic calendar requirements.
- 9) The University is entitled, in exceptional cases, to break the employee's regular vacation.

2. Emergency leave

1) The university administration has the power to grant the employee an emergency leave in the case of an emergency. Such a leave is not of the employee's granted benefits, but it is rather bending on the university president's direct confirmation.

2) Emergency leave should not exceed a period of five (5) days during the fiscal year.

3) The administration of the university grants the contracting employee an emergency leave not exceeding a total of ten (10) days per year with full pay, and is deducted from his annual leave, and no tickets are due.

) Procedures of granting an Emergency leave:

- The employee who wants to be granted an emergency leave should fill a request form and submit it to his head showing and explaining the reason for requesting the leave.

- The leave request form is transferred to the Department of Personnel affairs after the approval of the direct head.

- Once the administration of staff personnel makes sure of employee's entitlement to such a leave, a direct decision is issued to grant the leave by the authoritative part.

- The employee is informed with the approval of the requested leave, and the form will be saved in his/her file. In the case of non-approval (leave rejection), the request is re-directed and returned to the direct head to inform the intended employee.

3. Sick leave:

The provisions of sick leave are clustered as follows:

1) An employee is entitled to a sick leave not exceeding (two years) during the period of (4) years of service, and it is patterned in accordance with "the following:

- The first six months full pay.
- The next six months, at half salary.
- The third six-months, at quarter of salary.
- The fourth six months without pay.

2) If the employee has one of the serious diseases prescribed by a consultant specialist doctor, he/she will be entitled to a sick leave during (4) years in the following order:

- The first year with a full salary.

- The following three months, at half salary.

- The six months that follow the above mentioned without pay.

3) The four years do begin ever since the date of work disruption.

4) If the employee is diagnosed as having a serious illness- by a medical report from a specialist party- after granting a sick leave, salary shall be modified and calculated from the starting date of the leave.

5) If an employee sustains a work injury or occupational disease due to work and without a deliberate error committed by the employee, and preventing him/her from performing his/her work duties, he/she shall be entitled to a sick leave not exceeding one year and a half with a full salary instead of the sick leave provided in the terms nom. (1.2). This should be approved by a medical report as stipulated in the regulations of reports for granting sick leaves.

6) An employee with a renal failure is entitled, in addition to the leave referred to in the term nom. (1) of this Article, to a full pay vacation for the days of undergoing dialysis, and upon a report from the medical part responsible of treating him/her.

7) If the employee has not been able to work directly after the end of his/her sick leave specified in the terms nom. (1.2) above, his/her services will be terminated for failing health for work.

8) Salary for sick leave is paid in advance, providing that the leave should not be less than one month. If the patient died during his vacation, the salary will not be refunded.

9) If the medical General Commission determines the need to send the injured employee, because of work, outside the kingdom, it specifies the time needed for treatment and ensures the expenses of traveling. However, the expenses of treatment are paid for a period not exceeding one year and a half, and it is not allowed to extend this period unless there is a medical report from the Medical General Corps, for a similar period only.

10) If the Commission determines the medical necessity for the presence of a companion for the patient, or the companion is a "legitimate Mahram", the patient companion will be then entitled for full traveling and accommodation expenses which are as much the allowances of sixth grade staff if they are sent to the country in which he/she will receive treatment.

11) The provision of the ninth term applies to the patient employee to whom the Medical General Commission determines the necessity of treatment in a country other than that he lives in, and the need for a companion.

12) The specialized medical parties granting sick leaves are recognized as the following:

- Hospitals and health centers of the Ministry of Health.
- Governmental (public) specialized hospitals.
- School Health.
- Hospitals, private clinics and clinics complex authorized by the Ministry of Health.

13) The jurisdiction of the doctors in granting sick leaves is as follows:

- A maximum of three days from the date of disruption, to a hospital doctor, health center doctor or health unit doctor, and may be extended to another three days.

- A maximum of seven days from the date of disruption, to a hospital specialist doctor whose signature has to be certified by the director of the hospital, and the extension may be in the range of seven more days.
- Above seven day, and up to thirty- day leave is a two doctor specific; one of whom is a specialist and whose signatures have to be certified upon by the director of the hospital. Shall the sick leave exceeds a period of thirty days, it needs to be considered directly by the General Medical Corps (commission).

14) An employee who has an illness preventing him from performing his work duties on a temporary basis is entitled to:

- A sick leave of one month's full pay, and may be extended for another two months at half salary.
- A sick leave is not granted if the injury or illness occurred during the presence of the contracting employee on vacation outside the Kingdom.
- Shall a disease be due to work duties, the employee is then entitled to twice as much the sick leave accrued. To prove the disease and determine the duration of the leave, rules and regulations prescribed for the Saudis are followed.

Procedures for Granting Sick Leave:

- The employee shall inform his immediate superior personally "or by telephone".
- The entitled unit in the party / college fills out a medical examination requisition form; then, it is directly given to the employee.
- The employee contacts any medical specialized side officially recognized.
- The medical specialized party prepares its medical report after the medical examination conducted.
- The medical report is next delivered to the entitled unit in the party / college to follow the rest of procedures.

4. Escort (Accompanying) leave:

If the employee has to accompany one of his relatives for treatment, he/she shall be allowed to attain the advantage of his/her regular vacations balance. Moreover, if the accompanying required period is more than the due normal vacations, then he/she can take an extra vacation and it will be dealt with as a paid escort or accompanying leave, and according to the following conditions:

- The patient has to be a son of the employee, one of his dependents like his parents or his brothers.
- The General Medical Committee for those treated abroad, or the director of the hospital and a doctor for those treated inside the country should point out the necessity of the availability of a companion for the patient. Still, the Committee should also indicate and specify the entire planned duration of treatment. In addition, the employee is merely entitled to an escort leave if he is a legitimate mahram for the patient treated overseas or in a country other than where he is staying.

5. Maternity Leave:

1) Saudi Female Employees:

- An employee is entitled to a maternity leave at full pay period of (60) days.
- If an employee prefers a full-time infant care, she may earn a period or periods of maternity leave of (3) years as maximum during her whole service in the government at a quarter of the salary after the end of maternity leave; and she is paid at least a sum of 1500 SR per month.

3) Non-Saudi Female Employees:

Under the recruitment laws and regulation at Saudi universities, a non-Saudi female contracting employee is entitled to a maternity leave with a full pay period of (45) days.

6) Mourning Leave:

1) A Muslim contracting female employee is entitled to a legitimate mourning leave of (four months and ten days) in case of death of her husband.

2) The non-Muslim female employee serving on contract basis shall be allowed a one month paid leave in the event of the death of her spouse.

7. Exceptional Leaves:

1). It is permitted – as per a resolution issued by the Director of the University – to allow an Exceptional Leave to the employee, given that justified reasons are being submitted, for a period no more than one year. This leave shall be an unpaid leave and may be allowed in (5) years of service whether continued or interrupted.

2). The Minister of Civil Service may extend the said leave for a period no more than another one year.

3). The leave mentioned in Item no One shall not be counted as part of the service years.

4). The steps to be followed for allowing an Exceptional Leave:

- The employee willing to apply for the Exceptional Leave shall submit application with same justifying therein the reasons for the application and enclosing the required documents therein.
- In the event the employee has previously been issued an Exceptional Leave, the employee is still required to fill the application for the Exceptional leave.
- In the event the Direct Supervisor of the employee has approved the application, the same shall be transferred to the HR Department. While in the event the Direct Supervisor does not find the reasons submitted for the leave justifiable, the same is to be informed to the applicant.
- The HR Department shall review the application as per the rules and shall then submit the same application to the Director of the University.

- The Resolution to allow the Leave shall be prepared based on the approval of the Director of the University. Otherwise, the application shall be returned to the Direct Supervisor of the applicant to inform him/her with the justifications.

8. The Holiday of the two Feasts:

- 1). The Holiday of Al Fitter Feast shall start on Ramadan 25th and shall end on Shawal 5th.
- 2). The Holiday of Al Adha Feast shall start on Thil Hijja 5th and shall end on the day 15th of the same month.
- 3). When the holiday of any of the feasts falls on Sunday, the holiday shall commence on the weekend prior to this holiday. When the holiday of any of the feasts expires on a Tuesday, the holiday shall expire at the end of the following weekend.

9. The Holiday of the National Day of the Kingdom:

- 1). The National Day of the Kingdom falling at the beginning of the Hijri Year corresponding to December 23rd of the Calendar Year shall be an official holiday.

2). In the event the National Day falls on Sunday, the holiday shall fall on the following Sunday. In the event the National Day falls on Friday, the holiday shall fall on the proceeding Thursday.

10. Educational Examination Holiday:

The employee may absent him/herself from work duties having a paid leave for a period sufficient to attend study exams provided that the employee shall submit an evidence to prove attending the exam and the duration required for the same.

11. Educational Holiday:

1). The employee maybe eligible to be on an unpaid Educational Leave in the event he/she pursues a degree not less or is equivalent to High School. The above shall be applicable provided that:

- The employee has spent (three years) in service and has received a performance appraisal degree not less than Good.
- The field of study pursued is of relevance to the employer.

2). The Government Employer of the employee being on Educational Leave shall follow up on the study progress. In the event of any interruption,

the Government Employer may stop the Leave. In the event of any special circumstances interrupting the study, the employee may return back to service once the approval of the Employer is granted.

3). In the event the purpose of the Educational Leave has been given to serve is not being fulfilled, the period of the Educational Leave shall not be counted for employment or promotion purposes.

12. Approval to Perform Relief Duties:

The employee may absent him/herself from work duties to take part in relief or Civil Defense duties being full paid for the same for no more than 45 days a year while adhering to the related regulations set by the Civil Defense Council for this purpose.

13. Scholars Leave:

Scholars from amongst Government employees whose experience is being sought by Literature Centers may absent themselves from work duties to participate in conferences, seminars and lectures held in different parts of the Kingdom whenever such participation is approved by the party or the board that oversees holding such activities. The assignment period taken by the Scholar for this purpose shall not affect his/her total leaves while the

total leave period taken in this regard shall not exceed thirty days a year.

The party or the board that oversees holding such activities shall inform the Employer of the participant taking in consideration allowing a convenient time prior to the date of the event held.

Transfer:

The Employee maybe transferred from one department / institution to another when an opening is available and only when the employee has the competencies required to fill the position to be transferred to. The above transfer shall be performed while adhering to the provisions listed in the Civil Service Regulation in this regard.

Termination of Service:

1. Termination of Service for Saudi Citizens:

The Civil Service Regulation and the Rules emanating from has listed the reasons justifying the termination of the Saudi citizen as below:

1). Resignation.

2). Request submitted for early retirement while adhering to the terms of Retirement Regulation in this regard.

- 3). Cancellation of the position held.
- 4).The employee has reached the legitimate retirement age while his/her service has not been extended as per a special resolution issued from the related authority for the same.
- 5). Physical Incapacity.
- 6). Unjustified absenteeism from duty or not abiding to the transfer resolution.
- 7). Termination for violating discipline rules.
- 8). Termination due to a Royal Decree or a resolution issued by the Cabinet.

2. Termination of Employees on Contract Basis:

The Employment Regulation for non-Saudi citizens employed at universities has determined the following termination rules for those nationals:

- 1). The expiration of the work contract without being renewed.
- 2). The expiration of the work contract prior to the due date as per the below cases:
 - The contracting employee acquiring Saudi citizenship.

- Acceptance of his or her resignation.
- Insistence of the contracting employee to resign without acceptance of the resignation by the University.
- Absence from work without a legitimate reason acceptable by the university for a continuous period of over fifteen days or a total of 30 non-continuous days. If the university terminates the contract for any of these two reasons, then the employee will be treated as though he has insisted on breaking the contract without the university's agreement.
- Cancellation of the post.
- Permanent disability which results in the employee being unable to perform his duties.
- Inefficiency of the contracting worker.
- A poor level of work.
- Disciplinary dismissal by a university resolution.
- Requirement for the good of the public.
- A Sharia judgment is imposed on the employee or if the employee commits an immoral or dishonest crime.

- If a sickness period exceeds the sick leave period specified in the Article.
- Death of the contracting worker.