



A Guide for the Administrative Staff at the Saudi Electronic
University

Edition 1 (2021)

Introduction

In the framework of the university keenness to introduce the human resources executive regulation of the law of the Ministry of Human Resources and Social Development to the university staff, promote the work culture and provide an integrated framework of civil tasks and specializations conducted by a public service employee subjected to the superior power of the administrative organization, the university vice presidency for planning, development and quality has sought to issue a guide for the administrative staff at SEU that informs the staff of their duties and rights and facilitates the information and data access, the actions contradicting the occupational duties as well. The executive regulation includes the mechanisms of employment, promotion, contracting and leave information entitle to the State's male/female employee, additionally, the methods of the service end, training benefits, scholarship and scholarship inside the Kingdom.

The Vice Presidency for Planning, Development and Quality

Objectives of the Guide:

Introducing the human resources executive regulation to the university staff.

Spreading awareness of the human resources regulations and laws to the administrative staff.

Raising awareness of the university staff on their rights, duties and occupational responsibilities.

Developing the process of raising grievance and its operation mechanism.

Chapter I

Overview

I: About the Kingdom of Saudi Arabia

➤ Overview of the Kingdom of Saudi Arabia:

The Kingdom of Saudi Arabia is an Islamic Arab State, taking pride of its civilization belonging, opening to the global experience in a manner does not conflict with its culture privacy which obliged by each and every citizen and expat residing on its territories.

➤ Location, Area and Climate:

The Kingdom of Saudi Arabia is located in the far southwest of Asia, it is bounded by the Red Sea in the west, the Persian Gulf, the United Arab of Emirates and Qatar in the east, Kuwait, Iraq and Jordan in north and Yemen and Oman in south. It occupies the four fifths of the Arabian Peninsula with an area estimated of more than 2.250.000 km².

The climate of Saudi Arabia varies from one region to another because of its diverse topographical features. As a result of a subtropical high-pressure system, the Kingdom is generally hot in summer and cold in winter where rains fall often. Moderate climate is seen in the west and the southwestern part of the Kingdom; dry hot summer and cold winter in the interior parts; and high temperature and humidity in the coastal areas. Major parts of the Kingdom usually receive scanty amounts of rain in winter and spring. However, in the summer, rainfall is significant in the southwestern mountains. Humidity is high on the western coasts and mountains almost all year and it gets lower as we go inland.

➤ Provinces and most important Cities:

Riyadh Province, Mecca Province, Medina Province, Eastern Province, Northern Borders Province, Asser Province, Al-Baha Province, Al-Jawf Province, Ḥa'il Province, Al- Qassim Province, Najran Province, Tabuk Province and Jazan Province.

➤ Most important cities are as follows:

- Riyadh (the capital): it is located in the Persian Gulf Coast 350 Km².
- Mecca: it is the holiest city for Muslims, their prayer direction and best place ever.
- Medina: it is the second holiest city for Muslims.
- Jeddah: it is the commercial capital of the Kingdom, an important port and the main gate of pilgrims on the Red Sea Coast.
- Dammam: it is the capital of the Eastern Province, which is rich in fuel, and an important port.

- Khobar: it is a commercial city located in the east of the Kingdom on the Persian Gulf Coast.
- **The Basic System of Government:**
- The Constitution of the Kingdom of Saudi Arabia is the Almighty God's Book “Holy Quran” and the Prophetic Tradition “Sunnah”. All the legislative acts are derived from both sources. Monarchy is the system of rule in the Kingdom of Saudi Arabia. The Council of Ministers shall have the power to form the executive and legislative authority with the King. The Consultative Assembly, also known as Majlis Al-Shura, expresses opinion in the general policies of the state, referred to it by the President of the Council of Ministers.
- Calendar:

The Hijri calendar starts the day that the Prophet Mohammed (Peace be upon Him) migrated from Makkah to Madinah and it is the official calendar in Saudi Arabia. The Hijri year has 354 days divided into 12 lunar months.

➤ **Official Holidays:**

The official holidays in the Kingdom are as follows:

Weekend holidays: Fridays and Saturdays.

Eid Al Fatr (Lesser Bairam).

Eid Al Adha (Greater Bairam).

The National Day: (September 23).

➤ **Language:**

The Arabic language is the official language of the Kingdom of Saudi Arabia.

➤ **Currency:**

The Saudi Riyal, USD 1 equals SAR 3.75 (Three riyals and seventy-five halala).

II: Saudi Electronic University

➤ **About:**

It is a Saudi Arabian university, representing a higher education pattern and providing an environment based on information technology, communication and electronic education, the latter mixes between the traditional education with the electronic learning technologies and the

distance education. It awards academic degrees of programs and specializations harmonized with market needs and responsive to development and life-long learning requirements, as well as, contributing to the economy building and the knowledge community in the Kingdom and delivering its civilization mission globally.

➤ **History Timeline:**

A royal decree no. 37409/B was issued by King Abdullah Bin Abdulaziz , the custodian of the Two Holy Mosques, on 10/9/1432 to launch the Saudi Electronic University (SEU) as a government education institution providing both higher and life-long education , provided to complete the system of the educational institutions under the umbrella of the higher education and university council. The university includes the College of Administration and Finance Sciences, the College of Computer and Informatics, the College of Health Sciences and the College of Science and Theoretical Studies. The University awards Bachelor's and graduate studies' certificates, additionally, providing continuing education and life-long education courses.

The university is located in Riyadh and has extended to open educational centers in areas as per the university-approved plan. It aims to obtain academic accreditations internally and externally in the way assistance to raise its outcome quality. Additionally, it provides a higher education based on best education models depended on the electronic education applications and technologies and the blended learning, which blends between the education by the direct attendance and by technology means attendance. Moreover, transferring and settling the pioneer knowledge in cooperation with universities, bodies and faculty members domestically and globally, with sophisticated education content from academic and settled quality sources, suiting the Saudi community requirements, in addition to, its support to the concept of long-life learning for all the Saudi community members.

➤ **Vision:**

Leading the utilization of technology in education to contribute to national development.

➤ **Mission:**

Providing outstanding education to all segments of society contributing to produce, spread and employ knowledge in achieving social, cultural and economic development.

➤ **Goals:**

1. Being a national representative and an experienced facility in its specializations.
2. Providing a flexible and unique higher education model supporting self-education skills, giving information and other informative modern skills through a virtual environment more responsive to the inclusive development and labor market requirements.

3. Providing a higher education based on best education models depended on the electronic education applications and technologies. Moreover, transferring and settling the pioneer knowledge in cooperation with universities, bodies and faculty members domestically and globally, with sophisticated education content from academic and settled quality sources, suiting the Saudi community requirements.
4. Supporting the mission and concept of the life-long electronic learning and blended learning for all the Saudi community members.

➤ **University Branches:**

In addition to the main campus in Riyadh, the university has eight branches: Dammam branch, Jeddah branch, Madinah branch, Qassim branch, Abha branch, Tabuk branch, jazan branch and Alahsa branch.

➤ **University Colleges:**

The university includes four colleges:

1. College of Administrative and Financial Sciences:

- Bachelor of Science in Business Administration (BSBA)- Major in Management
- Bachelor of Science in Business Administration in E-Commerce
- Bachelor of Science in Business Administration in Accounting
- Bachelor of Science in Business Administration (VSBA)-Major in Finance
- Master in Business Administration (MBA)

2. College of Computing and Informatics:

- Bachelor of Science in Information Technology
- Bachelor of Science in Computer Science
- Master of Science in Information Security
- Master in Cyber Security
- Master of Science in data Science

3. College of Health Sciences:

- Bachelor in health Informatics
- Bachelor in Public Health
- Master of Healthcare Administration

4. College of Science and Theoretical Studies:

- Bachelor's program in Digital Media
- Bachelor of Law Program
- Bachelor of English Language and translation Program

➤ **Supportive Deanships:**

- The Deanship of Admission and Student Affairs
- The Deanship of Common First Year
- The Deanship of Graduate Studies
- The Deanship of Scientific Research
- The Deanship of Information Technology
- Research and Studies Institute
- The Deanship of Human Resources

➤ **Definitions:**

Article (1):

Article No. (1):

Competent Minister:

Means the Minister competent for the affairs of its Ministry, or the head of the independent department, as the case may be.

Government agency:

Means any ministry or independent department whose employees are subjected to provisions of the Civil Service Law and its executive regulations.

Regulation:

Means Implementing Regulation for Human Resources in the Civil Service.

Employee:

Means any person holding a public civil job in the state or practicing its functions whatever the nature of his work or his job title, whether by appointment or contracting, permanently or temporarily.

Job:

Means civil missions and competences performed by an employee for civil service, in which he is subjected to the presidential authority in the administrative organization.

Job Classification in the Civil Service:

Means the process under which the similar duties and responsibilities are grouped into jobs; each job is placed in the appropriate category according to the degree of difficulty and responsibility, and then the similar categories are put into qualitative groups then general groups, and a set of minimum knowledge, abilities, skills, academic qualifications, work experience, technical competencies, and behaviors is established for the performance of job functions.

Human Resources Department:

Means the administrative unit concerned with management of human resources in the government agency.

Organizational framework:

Means a set of rules and detailed procedures for certain provisions set forth in the Regulation and issued by the Civil Service Ministry.

Salary:

Means the basic salary.

Wage:

Means the actual wage

Contract:

Means a document organizing the contractual relationship between the contracting party and the government agency.

Year:

Means twelve Hijri months.

Month:

Means thirty days.

Chapter II:

General Provisions

Article No. (2):

The Ministry of Human Resources and Social Development supervises implementation of provisions of this Regulation.

Article No. (3):

Human Resources Department in the government agency shall apply provisions of this Regulation.

Article No. (4):

The government agency shall provide all the data required by the Ministry of Civil Service, facilitate access to the data and information required by the practice of the Ministry's competences, and respond to the Ministry with regard to any of the civil service affairs within the specified period.

Article No. (5):

The provisions of this Regulation shall be applied to all employees, except for employees of the entities to which special laws or regulations are applied within the limits stipulated therein.

Chapter III:

Work Environment and Time

Work Environment

Article No. (6):

The government agency shall provide a safe, healthy and productive work environment and promote the positive culture in work.

Article No. (7):

The government agency shall consider Health, Safety and Environment (HSE) standards, rules, and procedures and the employee shall adhere thereto.

Article No. (8):

The government agency shall establish positive corporate culture that supports achievement of its goals and that is consistent with its value. The government agency shall establish specific and announced arrangements for achieving the aforementioned, provided to focus on:

- ✓ Encouraging the spirit of entrepreneurship and innovation among employees.
- ✓ Entrenching the performance and productivity-based culture.
- ✓ Promoting principles of continuous training and development.
- ✓ Promoting principles of compliance with laws and policies.
- ✓ Finding effective tools that aim to stabilize job conditions in the government agency and guarantee the employees' job rights and treating them in a fair and equitable manner without discrimination.
- ✓ Enabling the employee to express his opinion on the matters that may affect the work environment.
- ✓ Guarantee the employee's right to submit a complaint and express his opinion in case of breach of one of his job rights, in accordance with the regulating provisions.

Article No. (9):

The government agency shall establish a sound organizational structure and effective and sound planning with the view to improving HR efficiency and effectiveness.

Work Hours:

Article No. (10):

The official working days are from Sunday to Thursday.

Article No. (11):

The official working hours in the government agencies are seven (7) hours daily throughout the year. The working hours starts at half past seven in the morning and end at half past two in the afternoon, except for Ramadan as there are five (5) official working hours starting at ten in the morning and ending at three o'clock in the afternoon.

Article No. (12):

By decision of the Competent Minister, changes may be made in the start and end times of work, provided not to exceed two hours, and flexible work may be applied in line with work requirements in the government agency.

Article No. (13):

By decision of the Competent Minister, times of shifts may be determined according to the work requirements at the government agency, taking into account the following:

- ✓ Morning working hours are seven (7) hours per shift and evening working hours are six (6) hours per shift.

- ✓ The employee is not entitled to overtime pay for working beyond the official working hours during the weekend, as long as his official working hours fall within such weekend.
- ✓ The provisions relevant to overtime pay during the normal days and the days falling within the weekends and holidays shall be applied.

Chapter VI:

Occupation and Employment Rights

I: Appointment

Article No. (26):

A. Vacancies are occupied by one of the following ways:

1. Appointment
2. Promotion
3. Transfer
4. Assignment
5. Secondment
6. Borrowing

B. Job functions are performed by contracting.

C. Contracts may be concluded with consultants and experts to perform a specific service.

Article No. (27):

Vacancies in the (Thirteen rank and above) are occupied by decision of the Competent Ministry.

Article No. (28):

Anyone who is appointed in a job or with whom a contract is concluded to perform the job functions in accordance with Articles Nos. (93), (94), and (95) of the Regulation, shall:

- ✓ Be a Saudi national, with the exception that contracts may be concluded with the non-Saudis in the jobs that require competences not available at the Saudis, without prejudice to the provisions stipulate otherwise.
- ✓ Be not less than eighteen (18) years of age.
- ✓ Be medically fit for work.
- ✓ Be of good conduct.
- ✓ Have the required qualifications for job based on job classification in the civil service.

- ✓ Not have been sentenced to hadd punishment, retribution, or imprisonment for more than one year or not have been convicted of any of the following crimes: bribery, forgery, embezzlement, drug or alcohol trafficking or promotion, or if he has been sentenced and at least one year has passed since the punishment was implemented or since he was discharge.
- ✓ Not have been dismissed from the state service for disciplinary reasons or have been dismissed and at least one year has passed since he was dismissed.
- ✓ His previous service shall not have ended as per Article No.(226) of the Regulation, unless one year has passed since the service ended.

Article No. (29):

Candidates shall be appointed as per requirements for job occupation specified in the job description approved by the Ministry of Human Resources and Social Development and the actual job description approved by the government agency. Any academic qualifications, work experience, or training programs that are submitted by the candidate and exceed such requirements shall be disregarded.

Article No. (30):

Job applicants shall be given equal opportunities for competition. The government agency shall provide all means and tools for people with disabilities in consistency with the nature of their needs.

Article No. (31):

The excluded jobs and rules and conditions for its occupation shall be determined in accordance with the organizational framework prepared by the Ministry of Human Resources and Social Development and issued by the committee formed under the Council of Minister's Decision No. (75) dated 29/1/1440 AH and concerned with deciding on the executive regulations of the Civil Service Law and the relevant rules and provisions.

Article No. (32):

The HR Department in the government agency shall be responsible for announcing and managing the process of job occupation by appointment or contracting for performance of its functions in accordance with Articles Nos. (93), (94), and (95) of the Regulation, and also for coordinating and documenting it with a view to achieving principle of merit in accordance with the standards determined by the organizational framework.

Article No. (33):

A. The level of employee who has academic qualifications that qualify him for ranks or levels higher than those that he occupies, shall be improved for the job, rank, category, or level that suits his qualifications in accordance with provisions of Article No. (32) of the Regulation.

B. The level of employee who has been granted a scholarship by the government agency after obtaining his academic qualification by the government agency, shall be improved immediately without comparison or competition according to the available jobs that suit his qualifications. In case there is more than one candidate within the government agency, a comparison shall be made between them.

Article No. (34):

An employee is allowed to participate in the competition for appointment under the following conditions:

- A. The employee shall have the required qualification and experience for occupying the job.
- B. The employee shall have completed at least one year of service in the job rank that he occupies.

Article No. (35):

The employee is not allowed to participate in the competition for appointment for one year in the following two cases:

- A. If the last evaluation of his performance is less than (good) or its equivalent.
- B. If he was deprived from bonus or deduction is made from his salary for ten (10) days and more during the previous year.

The employee is not allowed to participate in the competition during the period of suspension from work, investigation, or trial because of his job, or period of scholarship for study or training for more than six (6) months, or exceptional leave or study leave.

Article No. (36):

Upon appointment, the age of the employee is determined by the date of birth by day, month, and year established in the official document issued by the authority concerned with documenting the Saudi Arabian Nationality. If such document does not include the date by day, month, and year, the date of birth is deemed the first of Rajab of that year. The employee is retired because of reaching the legal age in accordance with his date of birth mentioned in the official document till the date 1/7/1409 AH. Any change in the date of birth, by increase or decrease, after that date for employment purposes, shall be disregarded.

Article No. (37):

The under-aged employee shall be treated as follows:

- A. If this matter is discovered before the employee reaches the legal age for appointment, he shall be dismissed and shall return the salary and rewards that he received, and the deducted retirement benefits shall be refunded to him. The employee is not entitled to claim recovering all the financial benefits that he has received under such appointment and is not entitled to a leave for the period of his service.
- B. If the employee completes the legal age for appointment while he performs his job functions, he shall continue his work, and his service is deemed to be legal and the probation period shall start from the date at which he completes the legal age for appointment. The employee is not entitled to claim recovering all the financial benefits that he has received under such appointment. Any amount that he has received before that date is deemed to be a reward for his work. The retirement benefits that have been deducted before he completes the legal age shall be refunded to him.

C. If it is established that the employee has been appointed before completing the legal age for appointment by circumvention on his part, he shall be dismissed in any case and referred to the competent authority to take the legal actions against him.

Article No. (38):

The competent body shall notify the candidate of the decision of his appointment by any of the approved means of communication, including text messages sent by mobile phone, email, or by any of the accounts registered in the governmental automated systems or announcement on the government agency's official website.

Article No. (39):

The candidate shall not start working before issuing the decision of his appointment.

Article No. (40):

If the candidate does not start performing his job functions without legitimate excuse within fifteen (15) days from the date of notifying him of the decision, the decision of appointment is cancelled and the candidate shall be notified of such cancellation by any of the approved means of communication of the government agency.

Article No. (41):

The probation period shall be extended for a full year. If the employee is absent from work during the probation period due to a legal cause or otherwise and this does not entail end of his service, the probation period shall be extended for the period during which the employee was absent.

Article No. (42):

Without prejudice to Article No. (41) of the Regulation, the probation period shall be continuous to be calculated. The intermittent probation periods that each of them is less than one year, even if its total exceeds one year, shall not be calculated.

Article No. (43):

After the employee passes the probation period, it shall be calculated within the period of his service.

Article No. (44):

The government agency for which the employee works shall prepare a report about his work during the probation period as per the forms prepared by the Ministry of Public Service, provided that the Competent Minister shall approve the report before the end of the probation period. Pursuant to that report, the Competent Minister shall issue its decision on whether the employee has passed the probation period or not.

Article No. (45):

During the probation period, if it is established that the employee is not qualified for work, he shall be dismissed under decision of the official responsible for his appointment, provided that the decision shall be issued before the end of the probation period.

Article No. (46):

The employee who is dismissed as per Article No. (45) of the Regulation is not entitled to a normal leave, unless he has exhausted it. The deducted retirement benefits shall be refunded to the employee and he is not entitled to claim recovering the salaries and financial benefits that he has received. In this case, the bonus that the employee has received during the probation period shall not be counted when he is appointed again.

Second: Promotion

Article No. (47):

Promotion is a mean for the employee's career development and is associated with the level of his performance. Promotion is not considered, in any way, as a binding obligation on the government agency towards its employees.

Article No. (48):

A. The employee may be promoted to the (tenth rank and above) under the following conditions:

- The position to which the employee is to be promoted is vacant.
- The candidate for promotion shall have the required qualifications and experience for the position to which the employee is to be promoted as specified in the job classification in the civil service.
- The position to which the employee is to be promoted is classified in the rank immediately following the rank occupied by the candidate for promotion.

B. The following periods shall not be calculated for the purpose of completing the period of experience required for the position to which the employee is to be promoted:

- Period of exceptional leave
- Period of secondment to non-government entities and regional or international bodies and organizations.
- Period of scholarship or study leave, if the purpose of any of them is not achieved.
- Period of absence, if it is not considered as official leave.
- Period of suspension from work, if a punishment was imposed on him.

Article No. (49):

Promotion of the employee shall not be considered in the following cases:

- A. If the employee was granted a scholarship for study or attending a training course at inside or outside the Kingdom for more than six (6) months.
- B. If the employee was in a study or exceptional leave.
- C. If the employee was suspended from work or went on trial for matters related to his job or disorderly conduct.
- D. If the employee was deprived from bonus or deduction is made from his salary for fifteen (15) days and more, continuous or intermittent, during the year preceding the date on which the promotion is considered.
- E. If the last evaluation of the employee's performance is less than (good) or its equivalent.

Article No. (50):

Subject to the conditions and controls mentioned in Articles No. (48) And (49) of the Regulation, the employee may be promoted to any of the (eleven, twelve or thirteen ranks) if he has suitable experience of not less than two years in the rank that he occupies.

Article No. (51):

The HR Department in the government agency shall be responsible for managing and implementing the process of promotion in accordance with its applicable procedures and shall take the necessary action to verify that the candidate for promotion meets the conditions and controls for promotion and completes the necessary legal requirements.

Article No. (52):

A. A comparison shall be made among the employees who meet requirements for promotion in accordance with results of the last evaluation of the employee's performance as a basic standard for comparison, in addition to all or some of the following standards, provided that the number of used standards for comparison shall not be less than two:

- Initiatives and achievements achieved by the candidate.
- Development and training programs that the candidate has obtained.
- Results of the interview to evaluate the candidate.
- Results of comparison among the candidates.

B. The appropriate standards shall be selected, and its weights and the weighted element shall be determined as the Competent Minister considers appropriate and in agreement with the Ministry of Human Resources and Social Development each time the standards of comparison and its weights are selected or amended.

C. The government agency shall announce the standards and weights to be used during comparison, before announcing the comparison, provided that the announcement shall determine the weighted element in case of a tie.

D. In case of a tie after applying the weighted element that was selected, the seniority in the date of appointment is considered as a weighted element to be calculated as follows: (day/month/year). If the tie continues, the government agency shall select another weighted element for comparison among the candidates.

Article No. (53):

Subject to the conditions and controls mentioned in Articles No. (48) And (49) of the Regulation, the Competent Minister, in exception with what is mentioned in Article No. (52) Of the Regulation, may nominate anyone he deems appropriate to fill any of the vacant positions in the two ranks (Fourteen or Fifteen), if he has the following period of experience:

A-Fourteen rank: the employee shall have suitable experience of not less than four years in any of the two ranks (Twelve or Thirteen) or both of them or their equivalents in other career ladders.

B-Fifteen rank: the employee shall have suitable experience of not less than four years in any of the two ranks (Thirteen or Fourteen) or both of them or their equivalents in other career ladders.

The HR Department in the government agency shall take the necessary action to verify that the candidate for filing the position to which the he is to be promoted, meets the conditions and controls for promotion and completes the promotion procedures.]

Article No. (54):

The Competent Minister may exceptionally accept to promote the employee to a vacancy in two ranks higher than the rank that the employee occupies under the following conditions:

A. The candidate shall have the minimum required academic qualification for the position to which he is to be promoted as determined in job classification in the civil service.

B. The last evaluation of the candidate's performance is not less than (Excellent) or its equivalent.

C. The candidate must not be more than fifty-five (55) years of age.

D. The candidate shall have completed at least one year of service in the rank that he occupies.

E. The number of employees promoted during the financial year shall not exceed (1%) of the number of jobs subjected to the employee salary scale in the government agency, not exceeding (50) employees during the year.

F. The number of exceptional promotions that the employee obtains shall not exceed two during the period of his service in the State.

G. The promotion shall be made by a committee headed by anyone the Competent Minister deems appropriate, and in the membership of anyone he selects, including the officials in charge of HR and the financial affairs in the government agency, as well as the representative of the Ministry of Finance and the representative of the Ministry of Civil Service. The promotion shall be approved by decision of the Competent Minister.

Article No. (55):

The employee shall not be promoted unless at least two (2) years have passed since the previous exceptional promotion was made.

III: Transfer, Assignment, Secondment, and Borrowing

Article No. (59):

The processes of transfer, assignment, secondment and borrowing aim at developing the governmental human resources and ensuring the good conduct of business.

Article No. (60):

The employee may be transferred, with or without promotion, from a government agency to another after approval of the government agency for which he works and after the government agency desiring to transfer the employee ensures that he meets the necessary requirements. In case of transfer with promotion, the government agency desiring to transfer the employee should not have qualified employees to be promoted to the position to which he is to be transferred.

Article No. (61):

The employee may be transferred from a place to another or a position to another within the government agency, after ensuring that he meets the requirements of the position to which he is to be transferred, in accordance with job classification in the civil service and rules of transfer mentioned in the Regulation.

Article No. (62):

If the employee is to be transferred from a government agency to another, the approval of the government agency for which he works shall be obtained before issuing the decision of transfer. In addition, the employee shall not start working in the entity to which he is to be transferred unless he is discharged from all his obligations in the entity from which he is to be transferred. The date of discharge will be the date at which the employee starts works in the entity to which he is to be transferred.

Article No. (63):

The employee may be transferred to a position outside the city where his original workplace is located, if the interest of work requires so.

Article No. (64):

The employee shall not be transferred in the following cases:

A. During the probation period, unless he is to be transferred to a position that located in the headquarters of the position for which he was employed and in the same detailed group.

B. From his position to another one in a lower rank, unless under the written consent of the employee. The employee will be paid the salary that he was receiving before he obtains the waived rank, unless at least one year has passed since he obtained such rank, in this case, he will be paid the salary of the rank exceeding his salary in the waived rank. If the employee's salary is more than the salary of the recent grade from the waived rank, he shall be granted such grade.

C. If he is to be transferred from an excepted job to a non-excepted job, unless two years have passed since he occupied that job. The government agency for which the employee works shall ensure that he meets the necessary requirements for occupying the position to which he is to be transferred.

Article No. (65):

If the General Medical Authority issued a medical report against the employee proving that he is unable to perform the job he occupies, the following actions shall be taken:

A. By decision of the Competent Minister, the employee shall be transferred to another position that suits his capabilities and in the same salary and rank, with the exception of transfer requirements.

B. In case of lack of a vacancy, the employee shall be assigned to a position that suits his capabilities for not more than one year during which the government agency searches for a suitable position to which he will be transferred, provided that his salary is disbursed after evaluating his status during the assignment period from the allowance for the position he occupies. In case of non-availability of a position to which he may be transferred, his shall be dismissed at the end of the year due to his disability.

Article No. (66):

The employee shall be transferred from a salary scale to another after the government agency to which he is to be transferred determines the category, rank, and grade of the employee in accordance with its systems.

Article No. (67):

Assignment means assigning work to an employee within the government agency to perform functions of another job or perform an official mission along with his job or without it.

Article No. (68):

Types of assignment are divided into:

A. Assignment with functions of another job, divided into:

1. Full-time assignment of the employee to perform functions of another job within the government agency.
2. Part-time assignment of the employee to perform functions of another job inside the city of the government agency along with the functions of his original job.

B. Assignment with an official mission, divided into:

1. Full-time assignment of the employee to perform an official mission within the government agency.
2. Part-time assignment of the employee to perform an official mission inside the city of the government agency along with the functions of his original job.

Article No. (69):

By decision of the Competent Minister, the employee, whatever his job or rank, may be assigned to perform functions of another job within the government agency along with the functions of his original job or without it, whether assignment was inside or outside the city where his workplace is located, in accordance with the following conditions:

- A. The employee is assigned to perform a job that is approved in the budget and is vacant in practice or in law, and there is need for someone to perform its functions.
- B. The employee shall not be assigned to perform more than one job at the same time, along with his original job.
- C. The employee shall not be assigned during the probation period.
- D. The employee shall not be assigned if the last evaluation of his performance is (Unsatisfactory) or its equivalent.
- E. The period of the part-time assignment of the employee shall not exceed six (6) months, renewable for one similar term wherever the interest of work requires so and under the approval of the Competent Minister. In case of the full-time assignment, the government agency for which the employee works shall determine the period of assignment.

Article No. (70):

By decision of the Competent Minister, the employee, whatever his job or rank, may be assigned to perform an official mission within the government agency along with the functions of his original job or without it, inside or outside the city where his workplace is located, provided that the period of full-time or part-time assignment is not more than one year renewable for a similar term wherever the interest of work requires so and under the approval of the Competent Minister.

Article No. (71):

The employee who was assigned outside the city where his original workplace is located shall resume his original job on the day following the end of thirty-day assignment or less, and within not later than three (3) days from the end of assignment of more than thirty (30) consecutive days.

Article No. (72):

The employee's assignment may be terminated at any time by decision of the Competent Minister.

Article No. (73):

Secondment means that an employee who is covered by the Civil Service Law works in a temporary basis for one of the government entities, private sector institutions, non-profit institutions, foreign governments, or regional or international bodies or organizations.

Article No. (74):

The employee is seconded at the request of the hosting entity. The decision of secondment shall be issued by the Competent Ministry for not more than three (3) years, renewable for one or more terms, provided that the continuous period of secondment shall not exceed six (6) years.

Article No. (75):

The employee shall not be seconded again unless at least three (3) years have passed since the end of the continuous period of secondment; i.e. six (6) years.

Article No. (76):

In any case, the total number of periods of the employee's secondment shall not be more than ten (10) years during his period of service.

Article No. (77):

The employee is seconded only at the request of the hosting entity and under approval of the seconding entity and the seconded employee.

Article No. (78):

The matter of secondment and termination of secondment of the employee, whatever his job or rank, for the purpose of work for one of the governments or regional or international bodies or organizations shall be referred to the Council of Ministers; which decision shall determine the period of secondment, with the exception of those against whom statutory judgments were issued.

Article No. (79):

The employee shall not be seconded during the probation period.

Article No. (80):

Secondment ends by the expiry of its term. By the decision of the Competent Minister, secondment may be terminated at the request of the hosting entity, and also at the request of the seconding entity or the seconded employee after coordination with the hosting entity.

Article No. (81):

The seconded employee keeps his original job and rank through the term of secondment. The employee's job shall not be occupied by appointment, promotion, or transfer of another employee, but secondment, borrowing, or assignment may be performed thereon as per the regulatory controls.

Article No. (82):

The government agency that is responsible for paying the employee's salary shall, during the term of secondment, deduct the retirement deductions imposed on the employee on the bases of the salary of his original job and any increase thereof. If the employee is seconded to a non-government agency, the seconded employee shall bear the retirement deductions in full, including the similar share that the government agency bears.

Article No. (83):

The seconding entity shall suspend payment of the seconded employee's salary as of the date of leaving the work for the seconding entity, after issuance of the decision of secondment till the end or interruption of the secondment term. During the term of secondment, the hosting entity shall bear the employee's salary and financial benefits and rights, unless otherwise agreed.

Article No. (84):

The seconding entity pays the employee seconded to one of the regional or international bodies and organizations, his basic salary, along with the amounts paid by the hosting entity to him.

Article No. (85):

The seconded employee shall resume his original work within not more than three (3) working days from the end of secondment term if he was seconded inside the Kingdom, and within not more than fifteen (15) days working days if he was seconded outside the Kingdom. The employee's salary and financial benefits and rights for that period shall be paid by the entity that was paying his salary during the term of secondment.

Article No. (86):

Borrowing means that an employee who is not covered by the Civil Service Law works in a temporary basis for a government agency covered by the Civil Service Law.

Article No. (87):

The employee is borrowed at the request of the hosting entity. The decision of borrowing shall be issued by the Competent Ministry for not more than three (3) years, renewable for one or more terms, provided that the continuous period of borrowing shall not exceed six (6) years.

Article No. (88):

The hosting entity shall pay the seconded employee's salary and financial benefits and the employee's rate of participation in social insurance imposed on the employer, unless otherwise agreed.

Article No. (89):

Borrowing is limited to those with distinguished competencies and experience.

Article No. (90):

The borrowed employee shall be subjected to the applicable provisions in the hosting entity, except for the provision of end of service that falls under the authority of the original employer.

Article No. (91):

Borrowing ends by the expiry of its term. By the decision of the Competent Minister, borrowing may be terminated in the following cases:

- A. If there is no need for continuity of borrowing, provided that the original employer and the borrowed employee shall be notified within thirty (30) days prior to termination.
- B. At the request of the employee or the original employer, provided that the application for termination shall be submitted within at least thirty (30) days prior to termination.

IV: Contracting

Article No. (92):

The government agency may conclude contracts for performance of the functions of its jobs as per the following:

- A. Full-time contract means the contract under which the employee works during the full official working hours throughout the official working days and receives the pay and benefits prescribed for the job that he performs its functions.
- B. Part-time contract means the contract under which the employee works for specified working hours during the official working hours in the government agency, whether the employee works daily or in some days of the week. The employee receives the pay proportionately to the working hours or days, along with the salary and benefits prescribed for the job that he performs its functions.
- C. Contracting to perform functions of a job for a defined period (Temporary contract).
- D. Contracting to perform functions of the position of Deputy Minister and Assistant Deputy Minister.

E. Contracting for the Distinguished Competencies Program.

Article No. (93):

The controls for organizing the full-time contract are as follows:

A. There is a vacant job.

B. The contract shall be written.

C. The working hours shall be as determined by the government agency, provided not to exceed the official working hours.

Article No. (94):

The controls for organizing the part-time contract are as follows:

A. There is a vacant job. The government agency may contract with more than one employee to perform the functions of the same job.

In this case, the amount to be paid to the employee during the one financial year shall not exceed the amount allocated for this job.

B. The contract shall be written.

C. The part-time working hours shall be as determined by the government agency, provided not to exceed half the official working hours during the month, whether the work is performed daily or in some days of the week.

Article No. (95):

The controls for organizing the temporary contract are as follows:

A. There is a vacant job.

B. The contract shall be written and with defined period not more than three (3) months renewable for one term, provided that the term of the contract and its renewed term shall not exceed six (6) months during the year.

C. The working hours shall be as determined by the government agency, provided not to exceed the official working hours.

Article No. (96):

The controls for contracting to perform functions of the position of Deputy Minister and Assistant Deputy Minister shall be in accordance with the organizing rules and the approved form of contract, and any amendments thereto.

Article No. (97):

The controls for contracting for the Distinguished Competencies Program shall be in accordance with the organizing rules and the approved form of contract, and any amendments thereto.

Article No. (98):

The controls for contracting with the consultants and experts to perform a certain service are as follows:

- A. The government agency determines the service required to be implemented and the required time.
- B. The employee shall have the necessary skill and experience to perform the service to be assigned to him.
- C. The consideration for such service shall be a lump sum, including the financial benefits.
- D. The contracting for a certain service shall be in accordance with s form of contract agreed by the government agency, the Ministry of Civil Service, and the Ministry of Finance. The contract shall include the scope and field of work to be performed, term of contract, and obligations and rights of both parties, including the maximum benefits of the employee.

Article No. (99):

By the approval of the Competent Ministry, the government agency may contract with a retired employee by any type of contracts set forth in paragraphs (A), (B), and (C) of Article No. (92) of the Regulation, in accordance with its controls, along with the following controls:

- 1. Contracts shall be concluded only as required by the interest of work and for reasons dictated by considerations of lack of competence and experience.
- 2. Contracts shall not be concluded after five (5) years from the age of retirement by force of law.
- 3. The employee shall meet requirements for filling the job to be contracted, based on job classification if the civil service.
- 4. He shall be medically fit.
- 5. By the approval of the Competent Ministry, the government agency may contract with a retired employee by any type of contracts set forth in paragraphs (E) and (F) of Article No. (92) Of the Regulation, in accordance with its controls.

Article No. (100):

The government agency may contract by any type of contracts set forth in paragraphs (A), (B), and (C) of Article No. (92) Of the Regulation, in accordance with forms of contracts prepared by the Ministry of Human Resources and Social Development and its provisions.

Article No. (101):

- A. The government agency may contract with the non-Saudi employee by any type of contracts, except for the part-time contract, temporary contract, and contract to perform functions of the position of Deputy Minister and Assistant Deputy Minister.
- B. The government agency may contract with the non-Saudi employee in accordance with provisions and approved forms of contracts for each type of contracts set forth in the Regulation.

Article No. (102):

The government agency may contract with the non-Saudi employee who has previously worked for any government agency or in the private sector and his service ended because of expiry of the contract term, resignation, or cancelation of the position, provided that the evaluation of his performance for the last year of his service is at least (very good) or its equivalent, taking into account the recommendation of the entity he worked for previously.

Article No. (103):

Subject to Article No. (28) of the Regulation, the government agency shall not contract with the non-Saudi employee in the following cases:

- A. If the employee's service ended due to:
 - 1. Dismissal for the public interest.
 - 2. Absence from work.
 - 3. Lack of qualification for work.
- B. If the employee was contracting with another government agency or the private sector.

V: Extension of Service

Article No. (104):

The service may be extended after the age of retirement for not more than five (5) years for any employees who occupy any of the jobs that fall under the job categories that are determined by the decision of the Council of Ministers.

Article No. (105):

By decision of the Competent Minister, the employee's service may be extended after the age of retirement in accordance with the following controls:

A. The candidate shall fall within the job categories which the occupants' service may be extended and which are determined by the decision of the Council of Ministers as per Article No. (104) of the Regulation.

B. The shortage of competence and experience that makes it difficult to replace the retired employee with the appropriate alternative within three (3) months.

C. The candidate shall be medically fit to work.

D. The candidate shall not be from those, whose age of retirement was reduced by the competent authorities after the date of 13/11/1407 AH, i.e. the date of notifying the Civil Service Board's Decision No. (134/1) of 1407 AH.

VI: Medical Fitness

Article No. (106):

Medical Fitness for occupying jobs or performing its functions means fulfillment of medical conditions that must be met to ensure that the employees performs the level of productivity required of them in these jobs.

Article No. (107):

The physical, psychological, mental and visual condition of the candidate for appointment in a government job or for performance of its functions shall not prevent him from performing the job requirements. The approval medical authorities shall carry out the medical examination for employees for appointment, contracting and re-appointment in the service and extension and termination of the service period.

Article No. (108):

The candidate for appointment or contracting for a job is deemed to be medically fit to work, unless the medical examination proves that he has one of the diseases specified by the Ministry of Health.

Article No. (109):

A. The approved medical authorities shall carry out the medical examination for the candidate and issue the result of medical fitness examination in accordance with the articles of the Regulation and the organizational framework. The examination result shall provide for any disease that does not prevent the employee from performing the job requirements.

B. If there is a disease preventing the employee from performing the job requirements but it can be cured, the approved medical authority shall postpone issuing the result for the period it deems necessary for recovery, provided not to exceed two (2) years from the date of referral to examination, and then the approved medical authority shall re-perform the examination from the aspect due to which the examination was postponed.

Article No. (110):

The approved medical authority shall provide the employer with result of the candidate's medical fitness examination, whatever the result. The employer shall notify the candidate of the result by any one of the approved means of communication, including the electronic means.

Article No. (111):

The result of the medical fitness examination is deemed to be valid for not more than one (1) year as of the issuance date of the result. This result is not deemed to be valid for medical fitness examination for any other job that requires a higher level of fitness.

Article No. (112):

In case of re-performing the medical fitness examination for the candidate who did not get the required level of fitness for the job within one (1) year from the date of the first examination, the examination shall be limited to the aspects that the candidate did not pass.

Article No. (113):

If the candidate was sent outside the Kingdom for appointment or contracting for a government job or for performing its functions, the medical examination shall be carried out by the medical authorities approved by the representations of the Kingdom of Saudi Arabia abroad.

Article No. (114):

The Ministry of Human Resources and Social development may, by agreement with the competent government agency and the Ministry of Health, in special conditions required by the nature of the work, decide a fitness level higher or lower than the level specified by the Ministry of Human Resources and Social Development may, by agreement with the Ministry of Health, and also determine the jobs to which these levels are applied.

Chapter V: Performance Management

Article No. (115):

Performance management is a process concerned with measurement of the employee's performance through specified bases, standards and levels related to the government agency's objectives.

Article No. (116):

The government agency applies the process of performance management with the view of raising employee performance and increasing their productivity continuously. This mainly aims at achieving the following objectives:

- A. Establish an approach that ensures connecting the process of performance management with rewards and evaluation of achievements and distinguished results.
- B. Improve and increase the employee's productivity through evaluating the performance in line with the strategic objectives that the government agency seeks to achieve.
- C. Encourage and enhance the individual achievements to achieve the teamwork spirit.
- D. Promote the culture of continuous learning and increase the opportunities of the employee's professional development.
- E. Enable the government agency to determine, evaluate, and motivate the employees with high performance level continuously.
- F. Establish clear foundations for measurement of the extent to which the actual contributions achieve the strategic objectives of the government agency.
- G. Enable the government agency to determine the employees with low performance level and prepare plans for development of their performance.

Article No. (117):

The government agency measures the performance of its employees in accordance with the organizational framework issued by the Ministry of Civil Service. The organizational framework specifies the following:

- A- The foundations for measurement of the employee's performance and its standards and levels.
- B- Performance levels for which the employee is entitled to periodic rewards and bonus, and the controls for granting it.
- C- Complaints procedures for the results of the employee's performance evaluation, and the official in charge of considering these complaints.

Article No. (118):

The HR Department in the government agency shall be responsible for the process of performance management.

Article No. (119):

The performance is evaluated in accordance with an appropriate measure which the number of its levels and descriptions are specified within the organizational framework.

Article No. (120):

The organizational framework specifies the provisions related to performance evaluation of the employee who was transferred to another position inside or outside the entity, or during the period of probation, study, long-term leaves, or secondment.

Article No. (121):

The evaluation of the employee's performance is sufficient for all cases that arise during one (1) year as of the date of its approval.

Article No. (122):

The evaluation of the employee's performance shall not be amended after being approved, unless under the approval of the Competent Minister based on a justified recommendation from HR Department, after coordination with the Immediate Manager of the employee.

Article No. (123):

The employee may submit a complaint about the result of performance evaluation in accordance with the complaint procedures set forth in the organizational framework.

Article No. (124):

The employee's performance shall be evaluated at least once to determine his suitability to continue occupying the job. The evaluation in the probation period shall not be subjected to the bases, standards, and levels of the process of performance management, but the evaluation is performed based on the job duties.

Chapter VI: Leaves

Article No. (125):

The government agency shall achieve the balance between ensuring the regularity of the government workflow and the employee's needs through the fair and optimal use of leaves.

Article No. (126):

Leaves are classified as follows:

- A. Ordinary leave
- B. Exam leave
- C. Study leave

- D. Emergency leave
- E. Sick leave
- F. Patient accompaniment leave
- G. Exceptional leave
- H. Bereavement leave
- I. Confinement leave
- J. Maternity leave
- K. K-Paternity leave
- L. National participation leave
- M. Compensatory leave

Article No. (127):

The official holidays are as follows:

A. Weekend: Friday and Saturdays of each week.

B. National Day: The first day of Mehr of the Solar Hijri calendar corresponding to (23) September of the Gregorian calendar. If the National Day falls on a Saturday, the following Sunday is deemed to be a holiday. If the National Day falls on a Friday, the preceding Thursday is deemed to be a holiday. Beyond that, the employee will not be compensated for the National Day holiday if it falls on another official holiday.

C. Eids: Eid al-Fitr starts from the twenty-fifth (25) day of Ramadan and ends on at the end of the fifth (5) day of Shawwal. Eid al-Adha starts from the fifth (5) day of Dhul-Hijjah and ends at the end of the fifteen (15) day of the same month.

Article No. (128):

If one working day falls between two official holidays, this day is deemed to be an official holiday.

Article No. (129):

The employee assigned to work during the official holidays may be compensated by a holiday instead of an overtime pay, in accordance with the following controls:

- A. The employee is compensated for one working day by one day off, except for the day of Eid and the two following days, as one working day will be compensated by two days off.
- B. The assigned employee is eligible to take the compensatory leave within one year from the end of assignment, and this does not affect the employee's right to take the ordinary leave.
- C. The assigned employee shall be informed thereof.

Article No. (130):

The employee is eligible to take full pay ordinary leave for thirty-six (36) days per each year of his service according to the last salary he obtained. The pay for the ordinary leave may be paid in advance if the employee will take thirty (30) days and more.

Article No. (131):

- A. The employee shall take his ordinary leave within not more than three (3) years from the end of maturity year. By approval of the government agency he works for, the employee may postpone taking the full ordinary leave or a part thereof to a fourth year in accordance with work requirements, otherwise he will forfeit his right to take the leave or the remaining period thereof if he does not submit a request thereof.
- B. The employee has the right to take his full ordinary leave or a part thereof at the beginning of the maturity year. The employee may take the ordinary leave for one period or at intervals; each of them is not less than five (5) days, with the exception of that he may take the ordinary leave for less than five (5) days, provided not to exceed ten (10) days a year.
- C. Upon submittal of a request to take the ordinary leave, the government agency for which the employee works shall enable the employee to take the leave. The government agency, as per work requirements, may postpone the ordinary leave to a period not exceeding ninety (90) days as of the date of the employee's request.
- D. At the request of the employee, the employee may extend the ordinary leave while he enjoys it as of the date of its end, if the employee has an ordinary leave balance.

Article No. (132):

Without prejudice to Article No. (131) of the Regulation, the employee may request to take his balance of accrued ordinary leave not exceeding one hundred and eight (108) days during the year. With the exception of that, the employee whose period of service that was calculated for the purpose of retirement was twenty-five (25) years or more, or the employee who has reached the age of fifty (50) or more, may take his balance of accrued ordinary leave not exceeding one hundred and forty-four (144) days during the year.

Article No. (133):

- A. The employee shall be compensated for his balance of accrued ordinary leave according to the last basic salary he received as follows:

1. If the employee's service ended due to death or disability, he shall be compensated for the full balance of leave days.
 2. If the employee's service ended for any other reason, he shall be compensated for not more than seventy-two (72) days of the leave balance.
- B. Without prejudice to paragraph (A) of this article, the employee is eligible for compensation for not more than one hundred and eighty (180) days of the full balance of ordinary leave days before applying the Decision of the Council of Ministers No. (350) dated 3/7/1439 AH. In any case, the total compensation shall not exceed one hundred and eighty (180) days of the full balance of ordinary leave days, except for the two cases set forth in paragraph (A/1) of this article.

Article No. (134):

If the employee has been sentenced to imprisonment that does not require dismissal, the time the employee spends in prison, fully or partially, at the employee's request, shall be calculated within his accrued ordinary or exceptional leave.

Article No. (135):

The following periods shall not be considered while calculating the balance of ordinary leave:

- A. Period of leave without pay
- B. Period of suspension from work and its equivalent in case of conviction
- C. Period of study leave
- D. Period of secondment to a non-government agency
- E. Period of absence without a legal reason
- F. The period the employee spends in prison, in accordance with provisions of Article No. (134) of the Regulation, excluding the period deducted from his ordinary leave, at his request.
- G. Period of scholarship to study outside or inside the Kingdom
- H. Period of training not than one (1) year inside or outside the Kingdom.

Article No. (136):

A. Summer holiday for employees in the field of education is deemed to be an ordinary leave set forth in the Regulation. The Competent Minister may assign the employee in the field of education with duties related to his work during the leave, provided that the leave shall not be less than thirty-six (36) days.

B. The Competent Minister may allow the employee in the field of education to be absent from work during the period that fall between two semesters, except for those employees he deems necessary to continue working.

C. The Ministry of Education shall determine the job categories which occupants are deemed to be working in the field of education and their periods of leave, in coordination with the Ministry of Civil Service.

Article No. (137):

The employee is eligible to take exam leave with full pay, provided to submit a proof for exam, provided that the period of leave shall be in accordance with the actual days of exams. The employee is eligible to take a day off prior to the day of exam.

Article No. (138):

The employee may take a study leave without pay, if he has an academic qualification not less than the General Certificate of Secondary Education or its equivalent, in accordance with the following terms:

A. He shall have served for three (3) years and his performance evaluation shall be at least (Very good) or its equivalent.

B. B-The Subject of his study shall be relevant to work in the government agency he works for.

Article No. (139):

The employee may cut his study leave and back to work.

Article No. (140):

The employee who does not have balance of ordinary leave may, by the approval of his manager, be absent from work with full pay for compelling reasons, for not more than five (5) days during the financial year.

Article No. (141):

A. The employee is eligible to take sick leave not exceeding the following ordered periods during four years of service:

1. Six months with full pay
2. Six months with half pay
3. One year with quarter pay

B. The beginning of the four years of service shall be calculated as of the commencement date of sick leave.

The employee is eligible to take sick leave not exceeding two years during four years of service, if he was infected with one of the serious diseases determined by the medical authority that treats him. The period of sick leave starts as of the date of suspension from work, in accordance with the following order:

1. One year with full pay
2. Six months with half pay
3. Six months with quarter pay

C. If it is established that the employee is infected with a serious disease while he takes the sick leave as per paragraph (A) of this article, its commencement date shall be amended according to the accrued leave as per paragraph (B) of this article.

In all cases mentioned in paragraphs (A), (B), and (C) of this article, the sick leave shall be proved by a medical report in accordance with the organizational framework.

D. The employee who suffers an injury or disease that prevents him from performing his work temporarily and the injury or disease is caused by performance of work, is eligible to take sick leave not exceeding one year and a half with full pay. The injury or disease shall be proved under a medical report in accordance with the organizational framework. If the employee is not recovered after the end of the above-mentioned period, he shall be referred to the medical authority to determine whether he is unable to work or to extend his leave for one or more periods not exceeding one year and a half, in this case, the employee shall be paid half of the salary.

E. If the employee could not resume working after the end of his sick leave specified in any of the previous paragraphs, the General Medical Authority shall be notified thereof to determine his health condition. If the General Medical Authority does not confirm his disability, the employee has the right to exhaust his ordinary or exceptional leave balance. If the General Medical Authority confirms his disability or if he exhausted his ordinary or exceptional leave balance, he shall be dismissed due to his disability. Accordingly, the government agency establish the necessary arrangements with regard to the sick employee by granting him ordinary or exceptional leave as per the specified controls for such leaves, if there is hope for the employee's recovery, or by ending his service.

F. The employee who suffers from kidney failure or one of the diseases that require periodic therapy sessions to be determined by the competent medical authorities, is eligible to take leave with full pay for the days on which he perform kidney dialysis to purify the blood or attend the periodic therapy sessions, not exceeding two (2) years a year, under a medical report issued from the medical authority that treats him. This leave shall not be calculated within the sick leave referred to in paragraphs (A) and (B) of this article.

G. The medical visits made by the employee to the medical authorities fall under the sick leave determined in paragraph (A) of this article, under a medical report issued from the medical authority that treats him.

H. The period of hospitalization or medical observation inside hospitals is calculated within the sick leave.

Article No. (142):

A. If the General Medical Authority decided that the employee inflicted due to work outside the Kingdom shall be treated, it shall determine the time required for treatment and shall be paid an assignment allowance. The employee shall be paid the treatment expenses for not more than one year and a half. This period may be extended for one similar period, only under a medical report issued by the General Medical Authority.

B. If the General Medical Authority deems it necessary to provide a patient escort or if the escort is Mahram to the female patient, the patient escort shall be paid travel and accommodation expenses equal to the assignment allowance prescribed for the sixth rank employees if they are assigned to the country in which treatment is to be provided.

The provisions of this article shall be applied to the sick employee to be treated in a country other than the one in which he resides, under decision of the General Medical Authority stating the necessity of providing a patient escort. The aforementioned amounts shall be disbursed from the Ministry of Health's budget, in accordance with the organizing rules.

Article No. (143):

The salary for sick leave may be paid in advance, provided that the period of sick leave shall not be less than one month. If the patient dies during his leave, the amounts paid to him shall not be recovered.

Article No. (144):

The sick leave shall be calculated as of the date of suspension from work, unless the competent medical authority decides otherwise.

Article No. (145):

A. A-The Ministry of Health shall determine the competence of doctors with regard to the extent of need to the sick leave not exceeding thirty (30) days.

B. B- Approval of the period exceeding thirty (30) days shall be considered by:

1. The General Medical Authority at the Ministry of Health
2. King Faisal Specialist Hospital, with regard to the employees who are treated there
3. Military medical committees with regard to the military sectors employees

Article No. (146):

The employee may request to take his ordinary leave during or after the sick leave.

Article No. (147):

In cases where the employee has to accompany one of his relatives for treatment, or if the mother desires to accompany her child who has not been reached the age of twelve (12), along with the escort of the child and his mother, both of them is allowed to take ordinary leave. If the necessary period for accompaniment is more than the accrued ordinary leave, the employee is allowed to be absent and the excess period shall be considered in accordance with paragraph (A) of Article No. (141) of the Regulation, as determined by the medical reports in accordance with the following conditions:

- A. The patient is the employee's wife or the employee's husband or one of his relatives up to the third degree. The Competent Minister may exempt the employee from this condition in cases where the employee has to accompany one of his relative in other degrees.
- B. B-The General Medical Authority, as for the employees who are treated outside the Kingdom, or the hospital director and one of the doctors, as for the employees who are treated at inside the Kingdom, deem it necessary to provide a patient escort and decide the required period for treatment, or that the employee is Mahram to a female patient treated outside the Kingdom or in a country other than the one in which she resides.

Article No. (148):

By the decision of the Competent Authority, the employee may be granted an exceptional leave without pay, for reasons acceptable by the government agency, not exceeding two (2) years during five (5) years, whether was continuous or intermittent periods.

Article No. (149):

The Saudi female employee who desires to accompany her husband or her dependent outside the Kingdom is eligible to take an exceptional leave without pay, under the decision of the government agency for which she works, for the same period of accompaniment and not exceeding ten (10) consecutive or intermittent years throughout her period of service. The husband or a Mahram of the female employee who has been granted a scholarship outside the Kingdom, if he was one of the employees covered by the Civil Service Law, shall be treated accordingly.

Article No. (150):

- A. The employee is eligible to take an exceptional leave for five (5) years with full pay, in the event of the death of his wife or one of his third-degree relatives.
- B. The female employee is eligible to take a leave for widowed waiting period with full pay.
- C. The bereavement leave starts as of the day of death. The official holidays and weekends shall be calculated within the bereavement leave and the employee shall not be compensated for it.

Article No. (151):

The female employee is eligible to take confinement leave with full pay for seventy (70) days to be distributed however she wants. The confinement leave starts not later than twenty-eight (28) days prior to anticipated date of childbirth under a medical certificate approved by a medical authority.

Article No. (152):

A. If the female employee desires to devote herself to the care of her baby, she may take, after the end of confinement leave set forth in Article No. (151) of the Regulation, maternity leave, for one period or at intervals, not exceeding three (3) years throughout her period of service, by the quarter of her salary, provided that the amounts paid to her shall be at least one thousand and five hundred riyals (SAR 1500) per month, in accordance with the following controls:

1. The employee shall be granted maternity leave within the first three years of the child's life.
2. The government agency may postpone granting the maternity leave for a period not exceeding ninety (90) days of the specified commencement date of the leave if the interest of work requires so, provided that the government agency shall approve within its maximum limit referred to above.

B. B- If the custodian employee who cares for an orphaned child desires to take leave, she may take the maternity leave set forth in paragraph (A) of this article, in accordance with its controls.

Article No. (153):

The employee is eligible to take a leave with full pay for three (3) days when having a baby within one week from the date of childbirth.

Article No. (154):

The Competent Minister may grant a full pay leave to the employee for the national participation, inside and outside the Kingdom, in sporting activities or events, or cultural or social programs, or for any other similar reasons not relevant to the work of the government agency for which the employee works, along with participation in relief and civil defense works, at the request of the relevant official authorities and as per the organizational framework.

Article No. (155):

The Competent Minister may allow the employee, during the official working hours, to be trained on how to deal with disability in accordance with the following controls:

- A. The employee has exhausted his ordinary leave balance, but if he has ordinary leave balance, the period of absence for training shall be deducted from such balance.
- B. The disabled person shall be one of the employee's children or parents or his dependent.

C. The period of absence from work shall be limited to the necessary period of training, as determined by the specialists in the training body under a report about the condition of the disabled person, to be approved by the Rehabilitation Specialist and certified by the training body, provided that the absence period shall not exceed forty-two (42) days.

D. An authenticated certificate shall be issued by the training body to actually prove that the attendance of the employee and training period and time.

Article No. (156):

The government agency may deduct the days in which the employee was absent from work from his ordinary leave balance, if the employee provides an excuse acceptable by the government agency.

If the employee has exhausted his ordinary leave balance, such days are deemed to be days of absence without pay. The employee's days of absence shall be counted and considered accordingly.

Article No. (157):

If the employee is absent from work due to a disaster that prevents him from reaching his workplace, the Competent Minister or his delegate considers this case as absence with acceptable excuse with pay and the days of absence shall not be deducted from his leave balance.

Article No. (158):

The accrued leave balances in accordance with the Civil Service Law shall be limited to those employees who are covered by that Law. When the employee is subjected to the Civil Service Law, any accrued leave balances in accordance with another law shall be disregarded.

Article No. (159):

A. The employee may cut his ordinary leave and back to his work immediately in accordance with the following conditions:

1. The employer and the employee together shall agree to cut the leave.
2. The employee shall have taken at least five (5) days of his leave.

B. The employee may cut any of the leaves set forth herein and take another leave that is legally accrued, except for the following holidays and leaves: two Eids, weekends, National Day, emergency leave, study leave, and exceptional leave.

Article No. (160):

If the two Eids and the National Day fall on the ordinary leave of the employee, its periods shall not be calculated within the period of his ordinary leave.

Chapter VII: Development & Training

Article No. (161):

A. The government agency shall develop and train its human resources continuously and shall provide care to those with distinguished talents and competencies.

B. The government agency shall seek to give its human resources appropriate opportunities for development and training in order to develop and enhance their knowledge, skills, and capabilities in their current jobs, and to enable them to play future roles supporting the government agency's objectives and strategy.

C. The government agency shall ensure full-time performance of all types of development and training in the programs which nature requires so.

D. The activity of career development and training is directly associated with the government agency's strategic objectives.

Article No. (162):

All scholarships received by the government agency from foreign entities shall be referred to the Ministry of Human Resources and Social Development to study and circulate it to the relevant government entities, except for the benefits and controls included in the scholarship, the provisions related to training and scholarship to study outside the Kingdom shall be applied to such scholarships.

Article No. (163):

Analysis of development and training needs shall be derived from the comprehensive government policies and strategies and the results of employee performance evaluation, in order to determine the required capabilities and competencies to enable the employee to improve their performance and prepare them to take over new responsibilities within the succession plans and leadership development programs. The HR Department in the government agency supervises the analysis of its HR needs at all job levels.

Article No. (164):

The HR Department in the government agency is responsible for developing staff development and training plans.

Article No. (165):

The development and training plans are approved by the Competent Minister and are included in the government agency's budget, provided that the HR Department in the government agency shall implement such plans after approval of its budget.

Article No. (166):

Every government agency shall comply with implementation of the approved development and training plans, provided to be reviewed and updated periodically.

Article No. (167):

The HR Department in the government agency shall evaluate development and training programs through the various stages of implementation and continuous improvement to control its quality.

I: Training

Article No. (168):

Training is a group of efforts and activities aimed at enriching the employee with more information, knowledge, skills, and experience that improve and develop the level of his performance and capacity in work.

Article No. (169):

Training outside the Kingdom is subjected to the following conditions:

- A. The employee shall have completed at least one (1) year in the government service, unless there are sufficient justifications for cases that the government agency deems to be exempt from this requirement in coordination with the Ministry of Civil Service.
- B. The employee shall meet requirements for the nominated training program.
- C. The employee shall be familiar with the language in which the training is held, to be able to benefit from the training.
- D. The employee is accepted by the training body.
- E. Training shall be directly relevant to the work he performs or the work he is prepared to perform.
- F. The trainee must be of good character and conduct, maintain his country's reputation and attend the training timely.

Article No. (170):

Training shall not be conducted outside the Kingdom in courses or programs that are equaled inside the Kingdom, or that can be provided by training devices inside the Kingdom, whatever its period, except in cases that the government agency deems to be excluded.

Article No. (171):

The decision on training shall be issued by the Competent Minister and shall specify the required period of training in accordance with the approved controls in the organizational framework.

Article No. (172):

The period of training outside the Kingdom shall not be extended, unless by the approval of the Competent Minister and in accordance with the approved controls in the organizational framework.

Article No. (173):

The trainee outside the Kingdom shall not change the prescribed training body, unless by the approval of the Competent Minister and based on sufficient justifications.

Article No. (174):

- A. By the decision of the Competent Minister, the training outside the Kingdom may be terminated if the interest of work requires so.
- B. By the decision of the Competent Minister, the period spent by the employee in training outside the Kingdom shall not be calculated for the purpose of promotion or job competition.
- C. If the employee breaches his training duties or the training is terminated for reasons attributed to him, some or all allowances paid to him during training may be recovered, by the decision of the Competent Minister.

Article No. (175):

The Cultural Attachés outside the Kingdom shall supervise the employees who are trained in their areas of competence.

Article No. (176):

The government agency for which the employee works shall bear all financial costs of training.

II: Scholarship

Article No. (177):

The opportunities for scholarships to study outside the Kingdom are provided to raise the employees' efficiency and develop their knowledge, skills and experience commensurate with the needs of the government agency and its employees.

Article No. (178):

The academic qualifications for which the government agency provides scholarship for its employees are:

- A. University degree or equivalent.
- B. Higher Diploma, Master's degree or Doctorate degree or other Postgraduate degrees.

Article No. (179):

In addition to what is determined by the organizational framework, scholarships to study outside the Kingdom are subjected to the following conditions:

- A. The employee shall be accepted by one of the universities, institutes or centers recognized by the competent government agency.
- B. The government agency for which the employee works shall have a need for his specialization and in accordance with its development and training plans.
- C. The evaluation of employee's performance for the last year of his service is at least (very good) or its equivalent.
- D. The employee shall have completed at least one (1) year in the government service. This requirement is not applicable to the doctors.

The decision on scholarship shall be issued by the Competent Minister and shall determine the period of scholarship.

Article No. (180):

The scholar must be of good character and conduct, maintain his country's reputation, continue studying timely and complete his study at the specified period. The government agency for which the scholar works may extend the period of scholarship under a decision specifying the additional period, after ensuring that the employee has been studying satisfactorily, in the light to the reports submitted by the Cultural Attaché in the country where scholarship is offered.

Article No. (181):

The Cultural Attachés outside the Kingdom shall supervise the scholars throughout the period of scholarship.

Article No. (182):

The scholar shall not change the specialization of the scholarship, unless by the approval of the government agency followed by the scholar.

Article No. (183):

The scholar shall not transfer his study from one country to another, unless by the approval of the government agency followed by the scholar.

Article No. (184):

The scholar shall not transfer from one university to another, unless by the approval of the government agency followed by the scholar.

Article No. (185):

The scholar may be absent from the place of his study, only after notifying the Cultural Attaché thereof.

Article No. (186):

The government agency for which the scholar works may allow him to continue studying in the scholarship to get a higher qualification in accordance with the following controls:

- A. The qualification shall be compatible with the development needs plan.
- B. The employee shall have obtained the qualification for which he was granted such scholarship, with a grade of no less than (very good) or its equivalent.
- C. The employee shall be accepted by one of the recognized universities.

Article No. (187):

The government agency for which the scholar works may terminate the scholarship in the following cases:

- A. If the study reports about the scholar prove his inability to achieve the purpose for which he was granted such scholarship.
- B. If the scholar changes the specialization for which he was granted such scholarship without obtaining approval of the government agency for which he works.
- C. If the scholar transferred from one university to another or from a branch of the university to another outside the city where such branch is located, without obtaining the prior approval of the government agency for which he works.
- D. If the scholar breaches his duties as a scholar.

In such cases, the government agency for which the scholar works may oblige him to pay some or all allowances paid to him for the purpose of scholarship.

Article No. (188):

The scholar shall back to work within thirty (30) days from the date of completing his study.

Article No. (189):

After end of the specified period of study, the scholar shall work for the entity offering such scholarship for a period equivalent to the period of scholarship. If the scholar refrained from doing so or did not complete the required period of work, he shall pay all the financial costs paid to him for the purpose of scholarship according to the period equivalent to the period of scholarship or the remaining thereof.

The Competent Minister may exempt the scholar from working for the entity for the indicated period if he will work for another government agency, and also may exempt him from working for the period not exceeding half of such period if he will work for a non-government agency.

III: Scholarship Inside the Kingdom

Article No. (190):

The opportunities for scholarships to study inside the Kingdom are provided to raise the employees' efficiency and develop their knowledge, skills and experience commensurate with the needs of the government agency and its employees.

Article No. (191):

The employees are granted scholarship to study inside the Kingdom to get Diploma after Secondary Education Certificate, University degree, Higher Diploma, Master's degree, Doctorate degree or its equivalents, under the following conditions:

- A. Scholarship to study inside the Kingdom shall be limited to the fields that the government agency deems required for the work need, based on development and training plans.
- B. The employee shall be accepted by one of the universities, colleges, or institutes in the Kingdom.
- C. The evaluation of employee's performance for the last year of his service is at least (very good) or its equivalent.
- D. The employee shall have completed at least one (1) year in the government service. This requirement is not applicable to the doctors.

The decision on scholarship inside the Kingdom shall be issued by the Competent Minister and shall determine the period of scholarship.

Article No. (192):

The scholar must be of good character and conduct, continue studying timely and complete his study at the specified period. The government agency may extend the period of scholarship under a decision specifying the additional period to get the grade for which the scholarship was granted, in accordance with the following conditions:

- A. The scholar has been studying satisfactorily, as evidenced by the reports sent by the educational entity that include the obstacles preventing the employee from completing his study during the original period specified in the decision of scholarship inside the Kingdom.
- B. The scholar shall not have changed his specialization or the educational entity without approval of the government agency he works for.
- C. The scholar shall not have breached the study plan scheduled for him and approved by the government agency he works for.

The government agency may withdraw any of these requirements, if it is established that there are circumstances that prevented the employee from completing his study during the specified period.

Article No. (193):

The scholar shall not change his specialization of scholarship without approval of the government agency he works for, in accordance with the following controls:

- A. There are justifications for changing the specialization, supported by the educational entity's opinion.
- B. The specialization is one of those mentioned in development and training plans of the government agency followed by the scholar.
- C. There is no negligence or default on the part of the scholar.

Article No. (194):

The scholar shall not transfer from one educational entity to another, unless by the approval of the government agency he works for, in accordance with the following controls:

- A. Transfer shall be made for necessary requirements required by the work need or the scholar's conditions, at the discretion of the government agency.
- B. Transfer shall not lead not extend of the period of scholarship beyond the period mentioned in the decision approving the scholarship inside the Kingdom.

In any case, the scholar shall not transfer for more than one educational entity during the period of scholarship.

Article No. (195):

The government agency for which the scholar works may allow him to continue studying in the scholarship inside the Kingdom to get a higher qualification in accordance with the following controls:

- A. The qualification shall be compatible with the development needs plan of the government agency.
- B. The employee shall be accepted by the educational entity.
- C. C-The employee shall have obtained the qualification for which he was granted such scholarship, with a grade of no less than (very good) or its equivalent.
- D. The employee shall have obtained the qualification for which he was granted such scholarship at the specified period.

Article No. (196):

The government agency may terminate the scholarship in the following cases:

- A. If the study reports about the scholar prove his inability to achieve the purpose for which he was granted such scholarship.

B. If the scholar changes the specialization without obtaining approval of the government agency for which he works, and lapse of a long period that make it impossible for the scholar to return to his original specialization and complete his requirements during the original period of scholarship.

C. If the scholar breaches his duties as a scholar.

D. If the scholar changed the educational entity of the scholarship without obtaining the prior approval of the government agency for which he works.

In such cases, the government agency for which the scholar works may recover some or all amounts spent on the scholar during the period of scholarship for the purpose of scholarship, including the salary and monthly transportation allowance.

Article No. (197):

After end of the specified period of study, the scholar shall work for the entity offering such scholarship for a period equivalent to the period of scholarship. If the scholar refrained from doing so or did not complete the required period of work, he shall pay half of the amounts paid to him for the purpose of scholarship according to the period equivalent to the period of scholarship or the remaining thereof. The entity offering such scholarship may exempt the scholar from this condition.

Article No. (198):

The government agency followed by the scholar shall bear study fees, if any.

Article No. (199):

If the work or study conditions require so, the scholar may withdraw from study for not more than one or two semesters throughout the period of study, after obtaining approval of the educational entity, provided that the government agency he works for shall approve and issue a decision thereof. The scholar shall resume his work throughout the period of withdrawal.

Article No. (200):

The HR Department is responsible for supervising the scholars inside the Kingdom throughout the period of scholarship.

IV: Qualification of the Distinguished Students

Article No. (201):

The government agency may choose the distinguished Saudi students from the recent graduates from the Secondary Education or equivalent, Diploma after Secondary Education Certificate or equivalent, or the University degree, to qualify them, inside or outside the Kingdom, in the specializations targeted by the entity in accordance with its development and training plans, in order to prepare them scientifically and practically to achieve the entity's strategic objectives, through a program called "Distinguished Student Qualification Program".

Article No. (202):

The HR Department in the government agency is responsible for announcing and managing, coordinating and documenting the selection process for students covered by the program in accordance with the principle of merit, measures and requirements which must be met by the candidates for the program and which are determined by the organizational framework.

Article No. (203):

The qualification period for those who are selected in accordance with this program is not more than two (2) years. By the decision of the Competent Minister, qualification period may be extended for one period not exceeding, in any case, six (6) months.

Article No. (204):

The relationship between the government agency and those who are accepted in the program is organized in accordance with a form of (Qualification Contract) prepared by the Ministry of Human Resources and Social Development.

Article No. (205):

The government agency selects the qualified and competent candidate from those who have successfully passed the Qualification Program to occupy the appropriate positions or to assign him to perform the functions of these positions, in accordance with provisions of the Regulation.

Chapter VIII: Job Duties

In order that the employee enjoys its rights, it shall comply with its job duties specified by laws, regulations and decisions, whether the general law and regulation of the human resources or the private functional laws. One of most important duties is the employee job performance accurately and honestly.

Positive job duties:

- A- Complying with official work hours.
- B- Performing job duties.
- C- Taking into account the positive disciplinary duties.
- D- Obeying the supervisor orders.
- E- Loyalty to the state and homeland
- F- Other duties.

A- Complying with official work hours:

Complying with clocking-in and out as per specified by the work competent authority and the human resources law.

B- Performing job duties:

- 1- Work shall be made by itself.
- 2- Work hours shall be specified to perform the tasks assigned to it.
- 3- Taking into account the required accuracy and the obligations of the proper function in the terms of its specialization.
- 4- Taking into account the official working hours.
- 5- Targeting performing the public service and interest.

C- Taking into account the positive disciplinary duties:

- 1- Do not act in a manner which is prejudice to the profession honor and dignity, whether inside or outside the workplace.
- 2- Taking into account the ethics of behaving with the public, its superiors and subordinates.
- 3- Complying with the decent good looking, compatible with the Islamic Law and fitting the work community.

D- Obeying the supervisor orders:

It means complying with the orders issued by the superior administrative authority in the form of instructions, circulars or administrative orders.

Considering the job as a state mean to provide its services to the citizens, so the employee loyalty to guardians and the homeland for its development and progress together to achieve the progress, characterized by sincerity, devotion and accurate implementation of instructions and decisions to contribute in the homeland elevation.

Other duties:**Employee's duties to its superiors:**

The employee shall consider behaving with its superiors as follows:

- Implementing its superiors' orders as per the administrative hierarchy.

- Behaving with its superiors in a respectful, honest and courtesy manner and providing them with its advice and experience objectively and honestly in a way services the work interest.

Employee's duties to its colleagues:

The employee shall consider behaving with its colleagues as follows:

- Behaving with its superiors in a respectful, honest and courtesy manner, maintaining a healthy and friendly relation without discrimination, adhering to respect their privacy and refraining from exploiting information regarding their private life with the intention of insulting.
- Cooperating, sharing its views with colleagues in a professional and objective manner and providing assistance to them as much as possible to solve work problems faced them.

Employee's duties to its subordinates:

The employee shall consider behaving with its subordinates as follows:

- Being a good model to its subordinates regarding implementing laws and instructions.
- Developing its subordinates' capabilities and motivating them to improve their performance.
- Transferring knowledge and experience and exchanging information.
- Respecting its subordinates' rights and behaving them without discrimination.

Employee's duties to the university:

The employee shall behave as follows, considering being a member of the university:

- Reflecting the positive image of the university work community.
- Not to exploit the university name in personal interest.
- Marinating the university achievements and facilities.
- Maintaining the university business confidentiality, its privacy as well.

The Regulation of Job Duties of the Human Resources Law:

Article No. (206):

A. The government agency announces the Regulation and Code of Conduct and Ethics for its employees and spreads awareness thereof in various ways that the entity deems appropriate.

B. The employee shall familiarize himself with Code of Conduct and Ethics and job duties and comply with it and act accordingly. The violation of provisions of the Regulation and the provisions set forth in the Code of Conduct and Ethics is deemed to be violation of the job duties and requires taking the appropriate legal action against the violating employee.

Article No. (207):

Every employee is responsible for his behaviors and for maintaining proper workflow within the limits of his competencies.

The employee shall comply with the following:

A. Do not act in a manner which is prejudice to the honor and dignity of his profession, whether inside or outside the workplace.

B. Devote the work time to perform his job duties.

C. Work on serving objectives of the government agency for which he works and achieving its goals, implementing the orders issued from his superiors accurately and honestly and within the limits of laws and instructions, bearing the responsibility assigned to him, and taking the decisions required by such responsibility.

D. Familiarize himself with the applicable laws, regulations and instructions relevant to his work and play it without any violation or negligence.

E. Maintain safety of the workplace and its tools.

Keep up a good appearance in line with job requirements and the prevailing customs and traditions.

G. Take the appropriate actions to protect the confidential and private information and documents which he obtains or reviews by virtue of his job, even after the end of his service, unless disclosure of such information is expressly permitted in the Law.

H. Respect the rights and interests of others, without exception, and deal with the public with respect, courtesy, objectivity and impartiality without discrimination.

I. Cooperate with his colleagues and share his views professionally and objectively and help them, as much as possible, to solve the problems that they face in the field of work.

J. Supervise his subordinates, follow-up their work, evaluate their work performance objectively and impartially, direct the negligent employees and advise them, seek to provide them with opportunities for development and training in accordance with the relevant laws and instructions, transfer knowledge and experience that he has acquired to his subordinates and encourage them to cooperate with each other.

Article No. (209):

A. The employee is prohibited from doing the following:

1. Misuse the of functional authority
 2. Misuse the powers
 3. Accept or request bribe or commit any act of those set forth in Anti-Bribery Law
 4. Commit forgery
 5. Engage in trade
 6. Participate in establishment of companies or accept membership of its board of directors or work therein, unless he was appointed by the government.
 7. Perform his job and practice another profession at the same time without obtaining an authorization in accordance with law.
 8. Hinder the progress of work, go on strike, or incite both of them.
- B. The following acts are not considered as engaging in trade:
1. The property's owner sells or leases his property or purchases property not for the purpose of sale, the farm's owner or the farmer sells yield.
 2. Own shares and stock in joint-stock companies, limited liability companies, and limited partnership.
 3. Perform works of supervision, custodianship and proxy, even with pay, if he is subjected to supervision, custodianship and proxy from those who have relationship with him by lineage or kinship up to the fourth-degree, and he shall perform such works in accordance with the legal procedures.
 4. The employee sells or exploits his technical or intellectual production. Intellectual production includes express of opinion and providing engineering, legal and accounting consultation and the like, provided that it shall not affect or conflict with the performance of works and duties of his job.
 5. Write cheques, bonds and bills of exchange.
 6. The occupants of auxiliary technical posts and craft jobs practice their crafts beyond the official working hours.

Financial Rights:

1. Salary and Increment:

- The employee shall be entitled to obtain its salary as the date of the work commencement.
- The employee shall be awarded the increment as per the salary scale attached in such law by being promoted from the job grade occupied to the next direct grade in the same rank. The promotion starts annually in the month of Muharram.

- The assigned employee shall be awarded the first job grade salary that was appointed to, and if its salary on appointment equals or more than such grade salary, it shall be awarded the salary of the first grade exceeds its salary on appointment. The appointment may be in a different grade other than the first grade regarding qualifications determined by the law.
- The promoted employee shall be granted the first grade salary of the job rank that it is promoted to. If its salary on promotion equals such grade salary or more, it shall be granted the first grade salary that exceeds its salary.
- In the event that an employee left the service is reinstated to a job of the same rank occupied upon the service end, it shall be appointed in the same grade occupied. If it is reinstated to a job of a lower rank, it shall be granted the salary of the first grade exceeds the last salary paid. If its salary exceeds the last salary of the last grade of the job rank, it shall be granted such grade.
- The employee suspended from work and equivalents shall obtain the half of its net salary. If the employee proves to be innocent or to be punished by dismissal, it shall be paid the other half of its salary. But if is punished by dismissal, it shall not obtain the paid, if the authority issued the penalty decision does not decide otherwise.

2. Allowance, Remuneration and Bonus:

- The delegated employee on official task shall be paid a cash allowance after each day spent outside its workplace inside or outside the Kingdom of Saudi Arabia as per the categories specified by the allowance regulation.
- Upon the competent minister decision, the delegated employee may be assigned to conduct a certain job duties or an official task. It may be assigned also to perform its original job tasks.
- The human resources law may specify the work performance reached level for some employees. If the work of the employee exceeds the specified amount, it may be granted a bonus in the terms of such increase, it shall be specified by the competent minister decision, regulation specify such bonus as well.
- Upon the competent minister decision, some jobs may be occupied temporarily by a bonus specifying the work foundation, whether by a piece, production or an hour as per the rates set by the law.
- The employee assigned to work overtime and during the official holidays shall be paid a cash remuneration for the additional hours and the regulation shall specify such bonus.

3/ Salary Scales:

• Public Employee's Salary Scale

- Approved by the Royal Order No. 4097 (م أ), dated 25/6/1432 as of 25/6/1432

Rank	Grades															Annual Increment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	3000	3135	3270	3405	3540	3675	3810	3945	4080	4215	4350	4485	4620	4755	4855	135
2	3430	3595	3760	3925	4090	4255	4420	4585	4750	4915	5080	5245	5410	5575	5740	165
3	3945	4135	4515	4705	4705	4895	4585	5275	5465	5655	5845	6035	6225	6415	6605	190
4	4530	4760	4990	5220	5450	5680	5910	6140	6370	6600	68030	7060	7290	7520	7750	230
5	5240	5505	5770	6035	6300	6565	6830	7095	7360	7625	7890	8155	8420	8685	8950	265

6	6065	6370	6675	6980	7285	7590	7895	8200	8505	8810	9115	9420	9725	10030	10335	305
7	7010	7375	7740	8105	8470	8835	9200	9565	9930	10295	10660	11025	11390	11755	12120	365
8	8010	8425	8840	9255	9670	10085	10500	10915	11330	11745	12160	12575	12990	13405	13820	415
9	9275	9745	10215	10685	11155	11625	12095	12565	13035	13505	13975	14445	14915	15385	15855	470
10	10275	10785	11295	11805	12315	12825	13335	13845	14355	14865	15375	15885	16395	16905	17415	510
11	11815	12345	12875	13405	13935	14465	14995	15525	16055	16585	17115	17645	18175	18705		530
12	13435	14005	14575	15145	15715	16285	16855	17425	17995	18565	19135	19705	20275			570
13	15180	15785	16390	16995	17600	18205	18810	19415	20020	20625	21230	21835				605
14	17015	17715	18415	19115	24315	20515	21215	21915	22615	23315	24015					700
15	20855	21720	22585	23450	24315	25180	26045	26910	27775	28640						865



Salary Scale for appointees under Budget Wagetory Item

Approved by the Royal Order No. 4097 (ب ٤), dated 25/6/1432 as of 25/6/1432

Base Salary																
Category	Grades															Annual increment
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
(A)	3000	3125	3250	3375	3500	3625	3750	3875	4000	4125	4250	4375	4500	4625	4750	125
(B)	3560	3725	3890	4055	4220	4385	4550	4715	4880	5045	5210	5375	5540	5705	5870	165
(C)	4280	4485	4690	4890	5100	5305	5510	5715	5920	6125	6330	6535	6740	6945	7150	205
(D)	5150	5395	5640	5885	6130	6375	6620	6865	7110	7355	7600	7845	8090	8335	8580	245

Salary Scale for Workers

Approved by the Royal Order No. 4097 (ب ٤), dated 25/6/1432 as of 25/6/1432

Base Salary																					
Rank	Grades																			Annual increment	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		20
33	4325	4515	4705	4895	5085	5275	5465	5655	5845	6035	6225	6415	6605	6795	6985	7175	7365	7555	7745	7935	190
32	3530	3665	3800	3935	4070	4205	4340	4475	4610	4745	4880	5015	5150	5285	5420	5555					135
31	3000	3100	3200	3300	3400	3500	3600	3700	3800	3900	4000	4100	4200	4300	4400	4500					100

IX: End of Service

Article No. (210):

Taking into account reasons for end of service stipulated in the laws, the employee's service may be ended for one of the following reasons:

- A. Resignation
- B. Request for retirement before the reaching the legal age, in accordance with the retirement law
- C. Cancellation of the position
- D. Reaching the legal age of retirement, unless his service is extended under the organizing orders and decisions issued by the competent authority.
- E. Disability
- F. Refrain from implementing the decision on transfer without legitimate excuse within fifteen (15) days from the date of notifying the employee of the decision.
- G. Dismissal for disciplinary reasons
- H. Dismissal under a royal order or the decision of the Council of Ministers
- I. Absence from work without legitimate excuse for fifteen (15) consecutive days or thirty (30) intermittent days during the year preceding the issuance of the decision on end of service.
- J. Loss, withdrawal, or revocation of citizenship
- K. Loss of the employee after lapse of the time period specified by the Council of Ministers
- L. Lack of qualification of the occupants of jobs excluded from the competition and qualification
- M. Lack of efficiency because of getting performance evaluation with a grade of (Unsatisfactory) three times in a row
- N. Death

Article No. (211):

Resignation is a request submitted by the employee, by any means of communication approved by the government agency, to his direct manager declaring his desire to resign.

Article No. (212):

The employee's resignation is accepted by the approval of the official in charge of appointment him, provided that if he occupies one of the ranks (Fourteen or fifteen), his resignation is accepted by the decision of the Competent Minister and the Prime Minister shall be notified thereof.

Article No. (213):

The employee's service may be ended only by issuance of the decision accepting his resignation or by lapse of thirty (30) days from the date of submitting the request without addressing it. The employee shall not leave the work before the specified date for acceptance of the resignation or lapse of thirty (30) days without addressing the request of resignation. If the employee was absent from work during such period without legitimate excuse, he shall be treated under provisions of the Regulation related to suspension from work.

Article No. (214):

The date of submitting the resignation request shall be documented on the day it is received in accordance with the followed procedures in the government agency the employee works for.

Article No. (215):

The official in charge of accepting the resignation request, during the period of thirty days specified for addressing the request, may inform the employee of postponing the acceptance of his resignation if the interest of work requires so, for a period not exceeding sixty (60) days from the specified date of the resignation.

Article No. (216):

The employee's resignation or his request to retire before reaching the legal age shall not be accepted if he was suspended from work or referred to investigation or trial.

Article No. (217):

The employee may retract his designation or request of early retirement, only under the approval of the Competent Minister, provided that such approval shall be issued before the specified date of leaving the work.

Article No. (218):

The HR Department in the government agency may interview the employee who desires to end his service in order to develop and improve the work environment.

Article No. (219):

The employee may retire early by approval of the official in charge of his appointment, if the period of his service reached twenty (2) years. However, the employee who occupy one of the ranks (Fourteen or fifteen) may retire early by the decision of the Competent Minister, after taking the opinion of the Ministry of Civil Service, and the Prime Minister shall be notified thereof.

Article No. (220):

The employee may retire early by the force of law when he completes the legal age of retirement, whatever his rank, unless his service is extended.

Article No. (221):

The employee who reached the legal age of retirement while he is arrested by the competent authority, suspended from work, or investigated, or going on trial, may be retired if the period of his service calculated for the purpose of retirement till the date on which he was suspended from work is twenty-five (25) years and more. The employee's retirement rights shall be settled and disbursed in accordance with law. The settlement of the employee's other financial benefits shall be postponed by his employer until determination of the case for which he was arrested or suspended from work. The period of suspension from work shall not be considered until after determination of the case. If the employees' period of service is less than twenty-five years, the settlement of his retirement rights and disbursement of his benefits shall be postponed until determination of the case.

Article No. (222):

If the employee continues working after reaching the legal age of retirement without a legal cause, he is deemed to be an actual employee and shall be treated as follows:

- A. The period the employee has spent in working after reaching the legal age of retirements is not considered as an actual service.
- B. The employee shall refund any amounts he received in return for the performed work and shall recover any deducted retirement benefits.
- C. The employee may benefit from the retirement rights, only after he finally completes performing his job functions.

The employee who is accused in a case while he is still working for the entity during the period starting from the date of dismissal under the disciplinary or judicial judgment until the date of issuing the executive judgment with ending his service, shall be treated accordingly.

Article No. (223):

The employee whose citizenship is withdrawn or revoked because of getting it in illegal way shall be treated as the actual employee and his services shall be ended and he shall refund any amounts he received in return for the performed work. The employee whose citizenship is withdrawn shall recover any retirement benefits deducted from his salary, while the employee whose Saudi citizenship is revoked because of getting it in illegal way, any deducted retirement benefits shall be returned to the recent government agency he works for.

Article No. (224):

The employee's service shall be ended if it is established that he is incapacitated permanently under the decision of the General Medical Authority, as of the date on which his employer is notified of the Authority's decision, provided that the date on which his service is ended shall not exceed thirty (30) days from the date of issuing the Authority's decision. The Ministry of Human Resources and Social Development shall issues the organizational framework to prove his disability.

Article No. (225):

The employee whose service was ended for medical reasons may back to the service again without competition, whether he backs to his previous position, if it was vacant, or another position that he meets its requirements in the government agency he was working for previously or in another entity, in accordance with the following conditions:

- A. He shall be referred to the General Medical Authority to decide whether he is medically fit to occupy the position or not.
- B. The period of suspension shall not exceed two (2) years from the date of end of service due to his disability till the date of submitting the request to back to work.
- C. The rank to which he will be back to work shall not be higher than the rank that was occupied before the end of his service.

Article No. (226):

The government agency may end the employee's service in the following cases:

- A. If he did not implement the decision on transfer without legitimate excuse within fifteen (15) days from the date of notifying the employee of the decision.
- B. If he was absent from work without legitimate excuse for fifteen (15) consecutive days or thirty (30) intermittent days during the year preceding the issuance of the decision on end of service.
- C. If he did not resume his work within fifteen (15) days, without legitimate excuse after the end of his leave, or period of training, secondment, or any period of absence allowed by the law.

Article No. (227):

The employee who is absent from work and does not resume it for legitimate excuse shall notify the government agency of his excuse within fifteen (15) days from the date of absence, otherwise the government agency will end his service due to absence.

Article No. (228):

The employee shall be dismissed by force of law and the dismissal is deemed to be for disciplinary reasons in the following cases:

- A. If a final judgment was issued against him by a competent judicial authority, proving that he has committed an offense incurring hudud punishments.

B. If a final judgment was issued against him due with the penalty of retribution.

C. If a final judgment was issued against him by a competent judicial authority stating that he is convicted of any of the following crimes: bribery, forgery, embezzlement, and drug or alcohol trafficking or promotion).

D. If he has been sentenced to imprisonment for more than one year.

The suspension of sentenced original punishment or issuance of a presidential pardon in the sentenced original punishment shall not affect application of the provision of this article, unless the presidential pardon states otherwise.

Article No. (229):

If the employee was sentenced by any competent judicial authority that is legally authorized to impose certain punishments and such punishment does not require dismissal by force of law, this matter shall be referred to the authority competent to disciplinary trial to decide the appropriate disciplinary sanction for him.

Article No. (230):

Subject to Article No. (19) of the Civil Service Law, if the dismissed employee was suspended from work, or equivalent, his service is deemed to be ended from the date of suspension from work or provisional detention.

Article No. (231):

Under a royal order, royal decree, or decision of the Council of Ministers, the employee may be dismissed if the interest of work requires so. The dismissal is not deemed to be for disciplinary reasons, unless the royal or decree stipulates that. The employee may back to service only by the approval of the entity issuing the order or decision of dismissal.

Article No. (232):

The employee who is re-appointed before completing the statutory prohibition period stipulated in the Civil Service Law shall be treated as follows:

A. If this matter is discovered before the employee completes the statutory prohibition period, he shall be dismissed and shall return any amounts he received in return for the performed work, and the deducted retirement benefits shall be refunded to him.

B. If this matter is discovered after the employee completes the statutory prohibition period, he shall continue his work, and his service is deemed to be legal from the date on which he completes such period. He shall return any amounts he received in return for the performed work.

C. If this matter is discovered after the end of his service, his service is deemed to be legal from the date on which he completes the statutory prohibition period. He shall return any amounts he received in return for the performed work before the end of such period.

In any case, if it is established that the employee has been re-appointed before completing the statutory prohibition period by circumvention on his part or default of the competent official, the responsible one shall be referred to the competent authority to take the legal actions against him.

Article No. (233):

If the employee gets performance evaluation with a grade of (Unsatisfactory) three times in a row and he did not submit a complaint or his complaint was not accepted, his service shall be ended.

Article No. (234):

The employee's service ends when he dies, based on a death certificate issued by the competent authorities. If the employee dies while he works, the day of death is deemed to be his last working day.

XI: Delegation of Powers

Article No. (235):

The Vice of Competent Minister shall have the powers delegated to the Competent Minister as stipulated in the Civil Service Law, except for the powers retained by the Competent Minister.

Article No. (236):

The Competent Minister may delegate some of his powers under the Civil Service Law and its executive regulations, according to the work needs and as commensurate with the position of the delegated person.

Article No. (237):

Delegation shall be made by a written decision that includes the delegated powers and name and job title of the delegated person, and the period of delegation.

Article No. (238):

If an employee was assigned to perform the works of another employee, the assigned employee shall not have the powers delegated to the employee who was occupying the position, unless the decision of assignment stipulates that.

Article No. (239):

The employee to whom the powers were delegated shall not delegate others, unless obtaining the approval of the Competent Minister.

Article No. (240):

Delegation does not release the employee from liability.

Article No. (241):

Delegation shall end in the following cases:

- A. End of the delegation period
- B. End of the purpose for which delegation was made
- C. Cancellation of delegation decision
- D. Vacancy of the position of the delegated person
- E. Lapse of three (3) months from the date of appointing a competent minister other than the minister who has made the delegation

XII: Benefits of Training and Scholarship Inside and Outside the Kingdom

Article No. (242):

The employee is granted a scholarship to train outside the Kingdom, whatever his qualification, shall be paid assignment allowance for the first thirty days. With regard to the excess period, the employee shall be paid the monthly reward paid to the university student granted a scholarship in the same country, along with his monthly salary.

Article No. (243):

The employee who is granted a scholarship to train outside the Kingdom shall be paid the allowances paid to the university student granted a scholarship, if the period of training is six (6) months and more, and shall be paid half of such allowances, if the period of training is less than six (6) months.

Article No. (244):

If the employee is granted a scholarship to train outside the Kingdom, under a grant, he shall not be paid the allowances set forth in the two articles (242) and (243) of the Regulation. If the expenses of grant are less than such allowances, the employee shall be paid the difference.

Article No. (245):

The employee who is granted a scholarship to train outside the Kingdom shall be provided with a round-trip plane ticket, whatever the period of training. Also the employee's wife and children, when they travel to stay with the employee, shall be provided with round-trip plane ticket, if the period of training is more than one (1) month.

Article No. (246):

The government agency shall pay training fee and treatment expenses for its scholars outside the Kingdom, provided that the employee who is granted a scholarship to train outside the Kingdom, in terms of treatment expenses, shall be treated as the employee who is granted a scholarship to study outside the Kingdom.

Article No. (247):

The entity shall start paying benefits of the employee who is granted a scholarship to train outside the Kingdom from the date on which the employee went to the training place, provided it is not earlier than the specified date of training.

Article No. (248):

The employee who is granted a scholarship to train outside the Kingdom for one or more years, if he successfully passed the training course, shall be paid an amount equivalent to monthly reward, in return for luggage and books transportation expenses.

Article No. (249):

The employee who is granted a scholarship to train inside the Kingdom in a city other than the one in which he works, shall be paid (100%) of his monthly salary, along with his salary, for the first three months only, without combining it with deportation allowance.

Article No. (250):

The employee who enrolls in a training course inside the Kingdom shall be paid a monthly transportation allowance in the same amount equivalent to the monthly transportation allowance determined for his rank.

Article No. (251):

If the training program inside the Kingdom requires that the trainee shall travel outside the training place or outside the Kingdom, the trainee shall be treated as the assigned employee.

Article No. (252):

The employee who is granted a scholarship to train inside the Kingdom, for a period not exceeding ninety (90) days, shall be paid a deportation allowance equivalent to the allowance paid to the employee assigned to a mission for such period, in return for deportation of the employee and his family and luggage.

Article No. (253):

The employee superior in training courses inside the Kingdom shall be paid a reward equivalent to half of the monthly salary. The organizational framework determines the controls for determining the superior trainees

Article No. (254):

The employee who is granted a scholarship to study inside the Kingdom shall be paid a monthly salary and transportation allowance, assignment allowance for doctors and pharmacists, working hour difference allowance for the specialists, who are not doctors, technicians and healthcare assistants, in accordance with the conditions and controls determined by the organizational framework.

Article No. (255):

The employee who is granted a scholarship to study in a place away from his work place by at a distance not less than the distance of assignment, shall be paid deportation allowance for one time, in return for deportation of the employee and his family and luggage.

Article No. (256):

The employee who is granted a scholarship to study shall be paid half of his salary from the government agency he works for and shall be treated, in terms of allowances and financial benefits, as the student granted a scholarship from the Ministry of Education. Such amount shall be paid by the Ministry of Education, unless the government agency that the employee follows has a special accreditation thereof.

Article No. (257):

The employee who is granted a scholarship to study shall be paid half of his salary from the government agency he works for. If the expenses of scholarship are less than the allowances and financial benefits set forth in Article No. (256) of the Regulation, he shall be paid the difference.

Article No. (258):

The employee who is granted a scholarship to study outside the Kingdom shall be provided with a round-trip plane ticket. Also the employee's wife and children, when they travel to stay with the employee in the hosting country, shall be provided with round-trip plane ticket. If the period of study outside the Kingdom is more than one (1) year, both of them shall be provided with a round-trip plane ticket each study year.

Article No. (259):

The entity shall start paying benefits of the employee who is granted a scholarship to study outside the Kingdom from the date on which the employee went to the study place, provided it is not earlier than the specified date of study by more than one month.

Article No. (260):

The scholar's right in the financial allowances shall not be affected by the awards he gets because of his excellence.

Article No. (261):

The employee assigned outside the Kingdom shall be insured as follows:

- A. If the assignment period is not more than one hundred and eighty (180) days, the entity shall provide travel insurance, including the medical matters.
- B. If the assignment period is more than one hundred and eighty (180) days, the entity shall provide medical insurance, including the countries to which the employee is assigned.

References:

- 1-The manual of the executive regulation of the Ministry of Human resources and Social Development as of (11/9/1440 H)
- 2- The manual of grievance service of the Ministry of Human resources and Social Development Feb. 2020
- 3- Code of ethics and ethics in public service
- 4-Financial rights and benefits of the human resources law
- 5- Code of rights and responsibilities of SEU administrative cadre