

WORK SCHEDULES POLICY

Guideline #	AD-102-G1	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

REST PERIODS GUIDELINE:

1. The University will schedule its regular operation to allow its personnel a rest period of an hour at or about the middle of the day's work. Such rest period will not be counted as part of the established daily working hours and therefore does not entail payment of compensation.
2. Working hours and rest periods shall be scheduled so that no employee shall work for more than five consecutive hours without a break. The periods designated for rest, prayers, and meals shall not be included in the official working hours.
3. All Faculty members should allow students ample time to perform daily prayers.
4. When a female employee returns to work following her maternity leave, she will be entitled, over and above the rest periods granted to all employees, to a rest period(s) whose total shall not exceed one hour per day to nurse her newborn child. Such a rest period shall be calculated as part of the actual working hours and shall not entail any reduction in pay.
5. In accordance with the provisions of the Saudi Labor Law, each Employee whether on normal or shift work schedule, shall have a weekly rest period of at least one full day at full pay.
6. The recognized weekly days of rest for all Employees on the normal schedule shall be Friday and Saturday. The weekly days off shall not be compensated for by cash in lieu.