

## WORK SCHEDULES POLICY

Guideline #	AD-102-G2	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

### OVERTIME GUIDELINE:

1. The university maintains the lowest levels of overtime work required. The planning and payment of overtime work is done in accordance with the laws and procedures of the Saudi labor system.
2. Approval in advance must be secured before the individual starts overtime work. In the event that the employee is assigned to work overtime, it must be according to a written or electronic assignment directed to him issued by the direct manager in conjunction with the HR department and approved by the university administration, including the number of additional hours and the number of days required.
3. Employees filling high-ranking positions are not eligible to receive overtime pay. However, when such employees are required to work a substantial amount of overtime, with the concurrence of the HR Department Director, occasional time off for personal reasons may be permitted.
4. Overtime is paid for hours worked in excess of eight hours a day and or forty hours per week. Employees in grade levels 1-6 (except dormitory) will be compensated for overtime as follows:
  - A. 150% of salary for each hour worked in excess of 40 hours per week, Sunday through Thursday, between 5:00 and 10 pm.
  - B. 150% of salary for each hour worked in excess on Friday and Saturday.
  - C. In the month of Ramadan, 150% of salary on weekdays for hours worked more than the reduced work schedule and 150% of salary on weekends.
5. An eligible employee engaged on a part-time or temporary basis, who is required to work overtime in excess of his/her assigned schedule will be entitled to receive overtime pay as per the rates stated above.
6. Working hours do not include time spent in travelling between the residence of an employee and his place of reporting to work.

د. محمد بن سلطان

BatS

