

WORK SCHEDULES POLICY

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HOLIDAY GUIDELINE:

1. FBSU complies with all public holidays recognized by the government of KSA and grants such holidays with pay to its employees.
2. The days that have been designated as official holidays per calendar year are: Eid Al-Fitr, Eid Al-Adha, and Saudi Arabia National and Foundation days.
3. A circular is issued by the HR department announcing the recognized holiday and providing details on the calendar days to be taken off.
4. When a public holiday falls during the annual leave of the employee, an additional day(s) will be added to the annual leave of the employee.
5. Except for annual leave, public holidays falling within a leave period are considered part of the leave (i.e. maternity leave, study leave, special leave, etc.). No additional time off with pay will be given to the employee.
6. In compliance with the rules and regulations of the MOE, the academic personnel of all professorial ranks will have a summer holiday of 60 days. Assistant instructors will have a summer holiday of 45 days.
7. Administrative personnel of all categories will have a summer holiday of one month unless indicated otherwise in their contracts.
8. Administrative personnel who are asked to stay on duty on a recognized holiday due to work requirements and in order to maintain operations, will receive pay for such work as overtime or compensatory time off with pay.
9. During the probationary period, new employees are entitled to paid time off for calendar holidays.

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