

LEAVE POLICY

Policy #	AD-105	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

FBSU recognizes that occasionally, it may be necessary or convenient for employees to be absent from their work for personal or other reasons beyond their control. Thus, the policy of the University to grant its employees leaves of absence of adequate duration when it is justified and accepted by FBSU. Moreover, some types of leave are granted to allow the employee to attend urgent matters (sickness, death, newborn...) or matters that cannot be handled during the daily rest hours.

2. Definitions

2.1. Deferral: Formally postponing vacation days to be used at a later stage past the date of expiry set by the University.

3. Policy

3.1. HR department recognizes the following types of leaves:

A) Annual leave:

1. FBSU employees are entitled to an annual leave according to their contracts with the university, which specifies the days of leave according to the agreement between the two parties, provided that it is not less than 21 days and not more than 60 days per year.
2. Staff employees having Less than one year of continuous service in any calendar year would be granted annual leave on a pro rata basis rounded up to the next whole day. The monthly leave entitlement is calculated by dividing the entitlement of leave days per year by twelve months.
3. Academic employees, (faculty members, academic deans) are normally hired on a 9-month service contract and they are entitled to paid annual leave during the summer semester (approximately 60 days). Annual leave is normally taken during the contract year. Academic members hired on the second semester are eligible for 50% of the yearly leave (approximately 30 days), the other 50% should be taken as leave without pay.
4. Official holidays are not counted from the actual contracted leave days, with the exception of what falls during the summer vacation for faculty members, laboratory supervisors, research and teaching assistants, and the like.
5. The employee is not entitled to enjoy the annual leave except after the expiration of the probation period.
6. Employees are encouraged to take their annual leave during the summer semester being the lowest activity season, and directors and managers are encouraged to approve annual leave requests during the summer period.

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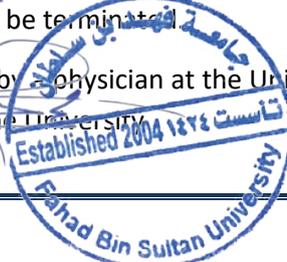
7. It is the responsibility of the Department Heads to schedule the annual leave dates for employees under their jurisdiction in accordance with work requirements while trying to accommodate employee needs at least two months before the leave date. The plan shall be approved by the director of human resources and the university administration.
8. The employee enjoys his/her annual leave during the contractual year, and s/he may not give it up or receive financial compensation for it during his/her service period.
9. Employees are expected to take their vacations annually. They may take the annual leave in a single stretched leave or disjointedly at different period of the year. (See the related Deferral of Vacation guideline).
10. The employee may, with the consent of the Head of the Department and the approval of the Human Resources Director, postpone his/her annual leave or parts thereof for the following year as a maximum.
11. Staff members wishing to proceed with their annual leave are expected to apply at least one month before the intended date of departure (See the related Annual Leave procedure).
12. The expatriate employee is not entitled to request obtaining or replacing an annual ticket for an acquired leave for previous years.
13. The university administration may postpone the employee's leave after the end of the year for a period not exceeding ninety days. This postponement may be extended if the work conditions require that, provided that the employee's consent is obtained in writing and that this postponement does not exceed the end of the year following the year in which the employee is entitled to his/her annual leave.
14. Any exceeding of the leave period shall be treated as absent from work.

B) Sick leave:

1. In case an employee is unable to work because of sickness or injury s/he will be eligible for a paid sick leave as follows:

"A worker whose illness is proven has the right to sick leave with pay for the first thirty days and three quarters of the wage for the next sixty days, and without pay for the next thirty days during one year, whether these leave are continuous or intermittent. And what is meant by one year: the year that starts from the date of the first sick leave."

2. After the elapse of the above mentioned period, and if the employee does not report to work and does not produce medical evidence that the extension of the leave is absolutely necessary, his/her contract would be terminated.
3. The sick leave has to be issued and certified by a physician at the University clinic or by a clinic or medical center recognized by the University.



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4. The employee shall inform his/her director within a period not exceeding 24 hours of exposure to the disease or his recovery of consciousness.
5. The Employee must provide the university with the original copy of the sick leave and medical reports explaining the state of illness.
6. The university may verify the correctness of the information contained in the sick leave.
7. HR department shall keep timely records of sick leaves and should present to Finance the necessary information to account for any financial arrangement.
8. An employee on sick leave is not eligible for transportation allowance for the sick leave days.
9. The sick leave period is not counted from the probation period of new employees.
10. The employee's sick leave is not counted as part of the annual leave in the event that the employee becomes sick during his/her annual leave, provided that the provisions of Article (71) of these regulations are adhered to.
11. In the event that the employee becomes sick before the date of the approved leave, s/he has the right to postpone the leave in coordination with his/her director and the director of human resources.
12. The provision 10 and 11 of this article do not apply to faculty members, laboratory supervisors, research and teaching assistants, and the like.

C) Special leave:

FBSU acknowledges the needs of staff member to special leave days above and beyond the standard leaves. The University has the right to ask the employee for evidence to support the cases noted below. Currently, FBSU provides its staff member's special leave under the following circumstances:

1. **Marriage:** Employees may be granted leaves of absence with pay for marriage; a five days leave is given to the employee only once during one's service at the university for marriage. The employer shall provide the HR with a marriage certificate.
2. **Death in the family:** A five day leave is given to an employee in the event of death of an immediate – first degree - family member (child, spouse, mother, father, grandfather, grandmother, brother or sister) and three days leave in the event of death of a second degree family member (cousin, aunt, or uncle). A married female employee would be given 15 days (mourning leave) in case of husband's death. The employer shall provide the HR with prove of death and relationship.

3. **New born:** A male employee is give three days leave in the event of having a new born baby



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D) Emergency leave:

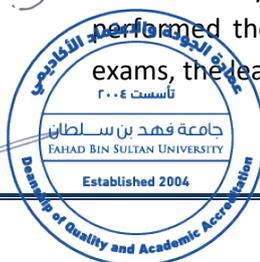
1. FBSU employees are entitled for unpaid emergency leaves. The immediate supervisor of the employee shall decide whether such a leave is justified. The total of emergency leave days shall not, in general, exceed 5 days in any one year. Any part thereof shall not exceed three days.
2. If the unpaid emergency leave is extended for more than 20 days, then the whole emergency leave period will not be counted towards the end of service indemnity. It is for the President to approve such a long emergency leave.

E) Haj (Pilgrimage) leave:

1. A Muslim employee is entitled to avail himself of a paid leave of not less than ten days and not more than 15 days (inclusive of Eid Al-Adha holiday) to perform the Haj (pilgrimage) only once during his/her service at the University if s/he has not performed it before.
2. Department Heads should consider staffing needs and employees seniority when deciding which employees are eligible for leave during each year.
3. Eligibility for this leave shall be normally limited to those who have spent at least two consecutive years of service at FBSU.

F) Study and exams leaves:

1. The employee is entitled to have a paid examination period leave the duration of which is determined by the number of actual exam days. The employee must be registered in a study program pre-approved by his/her department head and the HR department.
2. The study program could be either degree program or professional certification program. Other study programs will not entitle the employee for such a leave.
3. Application for this leave should be submitted at least 15 days before the exam commencement. The employee should provide the HR department with all the information pertaining to the study/exam such as enrollment certificate, exam schedule, results and other evidence as may be required.
4. If the employer does not obtain the approval for the study program, s/he may obtain leave for the number of days of the actual exams, and it is counted from his/her available annual leave and/or a leave without pay.
5. If the academic year under consideration is a repeated year the leave shall be unpaid.
6. The university may request from the contracting party what proves that he has performed the exams. If the employer failed to provide evidence for taking the exams, the leave shall be unpaid.



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G) Maternity leave:

1. Female staff members shall be entitled to maternity leave up to 10 weeks (four weeks before the delivery, and six weeks after the childbirth).
2. The employee should provide the HR department with an authenticated medical report explaining the condition, the starting date of the leave and the number of days.
3. The employee should not work during the six week leave after child birth.
4. FBSU is committed to the welfare of its female community and would not terminate or threaten a female employee with termination while she is on maternity leave. FBSU would also extend the maternity leave in case of complications during the pregnancy or after the delivery. However, employees' on maternity leaves are strictly prohibited from working to another employer; any breach of contract will be subject to termination.

H) Leave of absence without pay:

1. In general employees are not entitled to such a leave. However, there could be compelling reasons for such a leave depending on the discretion of the HR Director and the President of the University.
2. This period is not calculated for the purposes of annual vacations, promotion and end of service indemnity of the employee.
3. The employee contract shall be deemed suspended during the leave period in excess of (20) twenty days, unless the two parties agree otherwise. The employee bears all fees and administrative expenses for the entire period of contract suspension.
- 3.2. In the event that the employee wishes to extend his/her leave, the employee must inform his/her manager of a period of not less than a week before the extension and provide him/her with the reasons for the extension request. In this case, the director of the department to which the employee belongs must discuss the details of the request with the Director of the Human Resources Department, who must make the decision, provided that the employee bears all the consequences of the extension, such as extending a visa and government fees.
- 3.3. HR department may amend or cancel any of these leaves at any time as long as the changes are in agreement with the laws of KSA.
- 3.4. As a general rule, transportation allowance is to be suspended during the leave.
- 3.5. Employees in managerial positions, who are required to report for duty on days declared Official Holidays may be granted compensatory time off during their regular work schedule. This time off is granted as recognition of dedication to duty for staff members who have had to work beyond regular duty hours and are ineligible for overtime payments. Compensatory leave can be offered at the rate of one day in lieu of the extra day worked within three months of the holiday. Such leave may also be part of the annual vacation, if approved by the respective department head.

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- 3.6. After returning from leave, the employer must fill out a work commencement form specifying the date of return. The form shall be approved by the department head and handed over to the HR Department, which in turn keeps the original in the employer's file and sends a copy to the payroll department for the purpose of calculating the salary.

4. Related Documents

- 4.1. Leave Request and Authorization Form (AD-105-F1).
- 4.2. Deferral of Vacation Guideline (AD-105-G1).
- 4.3. Annual Leave procedure (AD-105-P1).
- 4.4. Sickness Vacation Work Instructions (AD-105-W1).
- 4.5. Commencement of Work Form (AD-100-F9)

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