

Faculty leave Bylaws

First: Definitions

Article One:

The terms used in this bylaw will have the meanings set out below:

Contractee: the employee who is contracted to the university in accordance with this bylaw.

Year: Twelve Gregorian months.

Month: a period of 30 days, unless otherwise specified.

Academic Year: Two main semesters and a summer semester, if any.

Medical Committee: a committee concerned with reviewing medical reports and sick leaves in accordance with charters and bylaws.

Article Two:

The rules and regulations of this bylaw apply to Faculty members (i.e. Professors, Associate Professors and Assistant Professors), as well as lecturers, teaching assistants and language instructors.

Second: Saudi Faculty Leaves

Article Three:

The summer vacation is regarded as the annual leave for Faculty members, which is 60 days. The University Council determines the official start and end of the annual vacation, taking into consideration that it does not start until the end of examination period and the announcement of results.

Article Four:

The University President, or whomever he delegates, shall have the right to instruct a faculty member to work during the annual vacation, in return, the faculty member will receive a compensation for that period equal to his monthly salary. This compensation is not to exceed that of 60 days in one academic year.

Article Five:

- A. The University President, or whomever he delegates, may defer the faculty member's annual leave, or part of it, to one following academic year only, depending on the work circumstances and the recommendation of the department head and the dean of the college.
- B. In cases of necessity, and upon the request of the contractee and recommendation of the department head, and subject to the approval of

the dean of the college, the contractee's leave may be split into two periods at most during the academic year, provided that neither periods shall be less than five working days, taken off from her annual leave, and that her summer vacation is no less than one month.

- C. A faculty member going on leave during school time must not in any way affect the educational process.

Article Six:

- A. Eid and National Day holidays are granted as approved by the relevant authorities.
- B. A faculty member may be assigned to work during the Eid holidays (after agreeing in writing), based on the recommendation of the department head and dean of the college, and the approval of the relevant Vice President.
- C. Other types of leaves -not covered by this bylaw are granted in accordance with the provisions of the Civil Services Law or the Saudi labor.

Article Seven:

Faculty members who are assigned work during official holidays may be compensated with a leave rather than a financial reward, according to the following regulations:

- A. The compensation for one working day is one day off, except for Eid Day and the following two days, when the compensation is two days for each working day.
- B. The faculty member should make use of the compensation immediately after the assignment is done during the academic year. The compensation may be postponed for a period of time no longer than a year after the completion of the assignment. This does not affect other vacations the faculty member is entitled to This is to be done under the following conditions unless the following conditions are met:
 - 1. Having a written waiver that would include dismissing the right to claim financial compensation from the government and judicial authorities.

To include the waiver in the administrative decision that established a merit compensation leave rather than financial compensation.

Article Eight:

The faculty member may attend conferences, symposia and workshops in Saudi Arabia or abroad, to the following conditions:

- a) There should be a relation between the topic of the conference, symposium or workshop and the major of the faculty member or his/her actual work obligations.
- b) Participation in conferences, symposia and workshops require the recommendation of the department head, the dean of the college and the approval of the University president.
- c) The faculty member who participates in a conference or symposium should submit a certificate of attendance to the University.
- d) The University may issue an air ticket and assignment allowance for the faculty member who attends the conference or symposium. It is also possible to only issue an air ticket, give a sum of money or give permission to attend without any financial commitments.

Article Nine:

The University President may grant faculty members, for valid excuses, an unpaid exceptional six-month leave during the period of three years. The University Council or whomever it delegates may extend it to a maximum of one year, if needed.

Article Ten:

Based on a recommendation of the department head, the dean of the college may allow a faculty member to be absent from work and be paid in full for urgent reasons for a maximum of five working days during the academic year, which is not to be deducted from his annual leave.

Article Eleven:

- A. Faculty members and teaching staff who are under the Civil Service Regulation are entitled to have a sick leave during a period of four years, not to exceed two years in the following order: (six months full pay, six months half pay, six months a quarter of the salary and six months without pay), the four years period will be counted starting from the date of sick leave.
- B. Faculty members and teaching staff are entitled to have a sick leave during a period of four years if they are seriously ill according to the medical specialist's report in the following order: (a year with full pay, three

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months half pay, three months a quarter of the salary, and six months without pay), this can be decided from the day of his/her absence from work.

- C. If the faculty member and teaching staff were found to have a serious illness while on a sick leave, the leave will be amended from its' start date based on the cause.
- D. A sick leave requires the submission of a medical report as stipulated in the bylaw of granting sick leave reports.
- E. Faculty members and teaching staff are entitled to a sick leave, not exceeding (one and a half) years, with full pay if they had a non-self-inflicted work related injury that temporarily restricts them from performing their duties. This leave is taken in place of the sick leave described in (A) of this article, and subject to a medical certificate as stated in the (Sick leave bylaws). If the faculty members or teaching staff have not fully recovered from the injury or illness by the end of this period, the case is then forwarded to the Medical Committee to decide whether or not he/she is unable to resume their work, or extend the leave period/periods not exceeding (one and a half) years with half pay.
- F. If the faculty member and teaching staff are unable to resume to work by the end of their sick leaves described in the preceding two paragraphs; their services are terminated for the inability to work
- G. A faculty member and teaching staff who is diagnosed with kidney failure, in addition to the leave referred to in paragraph (A) of this article; is entitled to a leave with full pay on the days they undergo haemodialysis, subject to a medical report from the responsible medical authority.
- H. Sick leave salary is paid in advance, for leaves that are not less than a month, and if the patient passed away during this period; the paid salary may not be recovered.
- I. If the General Medical Committee at the Ministry of Health saw the need to treat an injured or ill faculty member or teaching staff due to work outside of the Kingdom; then it will determine the time needed for the treatment, and will pay the travel expenses, however, the expenses of treatment will be paid for a period not exceeding one year and a half, and may only be extended for a similar period subject to a medical certificate.
- J. If the General Medical Committee saw a need for a companion, then the companion's travel and accommodation expenses will be paid with an

amount equal to the assignment allowance specified for that location. Point (I) is also applicable to the faculty members or teaching staff if the committee saw a need to seek treatment outside of the kingdom and companion required, then the previously described expenses will be paid by the Ministry of Health.

Article Twelve:

Faculty member and teaching staff under the regulation of the Saudi labour that proves his illness the right to a sick leave with full pay for the first thirty days, three-quarters pay for the next sixty days and without pay for thirty that follow that during one year, whether a sick leave was continuous or divided. Where one year refers to: one year starting from the date of the first sick leave.

Article Thirteen:

The process of granting sick leaves, and to issuing medical reports, and their approval for a faculty member and teaching staff is regulated through the following:

- A. The faculty member and teaching staff will submit his/her sick leave to the department head or his representative, and to raise it to the dean of the college.
- B. Medical facilities and centers affiliated with the Ministry of National Guard are the only medical centers approved to issue or grant sick leaves.
- C. If the sick leave granted to a faculty member and teaching staff issued outside of health facilities for health affairs at the Ministry of National Guard have exceeded 3 days, the dean of the college will then refer it to the University Medical Committee
- D. University Medical Committee is considering any medical report referred to it by the President or Vice-President or University deans.

A member of the faculty and teaching staff could request, directly from the department head, a one day sick leave, and a maximum of 3 days that are not connected through the contract year.

Article Fourteen:

A female faculty member is entitled to a full-paid confinement leave upon the death of her husband.

Article Fifteen:

A female faculty member who follows the Civil Services System is entitled to 60-day full-paid leave when giving birth.

Article Sixteen:

If a faculty member under the Civil Service Law would like to take an additional maternity leave in order to raise her child, then she is entitled for a leave no longer than 3 years maximum which can be taken continuously or split throughout her service in the country, receiving only the quarter of her basic monthly salary and no less than (1500) riyals per month. Depending on the work circumstances, the concerned party has the right to postpone this leave for a period no longer than 60 days from the date of submitting the request. The faculty member can extend this leave, after getting the approval from the concerned party, if the leave is no less than one academic semester, however, this does not apply for the rest of the semester.

Article Seventeen:

- a) A female faculty member who follows the Saudi Labour Law is eligible for a full-paid 10 week maternity leave, distributed as she wishes. This leave can start as early as four weeks prior to the due date. The due date has to be confirmed by an approved medical report.
- b) It is not allowed to assign duties to the female faculty member during her official maternity leave under any circumstance. She is eligible to extend her leave for a one-month unpaid period.
- c) A female faculty member who has given birth to a sick baby whose situation requires full-time accompanying, has the right for a one-month full paid leave starting directly after her maternity leave ends. She is also eligible for another unpaid month.

Article Eighteen:

A male faculty member following the Civil Services System is entitled to the following full-paid leaves:

- a) A three-day leave upon the death of a parent, child or wife, and one-day leave upon the death of a sibling.
- b) One-day leave when having a baby, within one week of the delivery date.

Article Nineteen:

A male faculty member following the Saudi Labour Law is entitled to the following full-paid leaves:

- a) A five- day leave upon the death of his wife or any of his close relatives.
- b) A five- day leave upon his marriage.
- c) A three-day leave when having a new baby.

The contractee is required to provide evidence for any of the situations mentioned above.

Article Twenty:

- a) A faculty member is eligible for a maximum of one month full-paid vacation before the start of his sponsored studies.
- b) Faculty members who have completed their studies abroad have to come back to Saudi Arabia within one month of the completion date, and have to report to work within 10 days of arriving in Saudi Arabia.

Third: Non Saudi faculty members leave

Article Twenty One:

- a) In addition to official end of the week holidays, Eid holidays, and National Day holiday, a contractee is entitled to 60 days annual leave with full salary paid at the start of the leave. This is applicable to contractees whom have commenced work within one month of the usual start date of the start of the University contracts.
- b) Leaves may be less than that decided, subject to written agreement between the two parties. The University has the right to determine the start and end of leave periods. The periods of secondment, exceptional leave, or absence from the University, are not counted towards the entitled leave.

Article Twenty Two:

- A. In cases of necessity, and upon the request of the contractee and recommendation of the department head, and subject to the approval of the dean of the college, the contractees leave may be split into two periods at most during the academic year, provided that neither periods shall be less than five working days, taken off from his annual leave, and that his summer vacation is no less than one month.
- B. A faculty member going on leave during school time must not in any way affect the educational process.

C. A faculty member is issued one air ticket annually.

Article Twenty Three:

- A. The University President, or whomever he delegates, based on the demands of the work and the recommendation of the department head and the dean of the college, may agree to postpone the faculty member's annual leave, or part of it, to one academic year only.
- B. The University President is entitled to alter the days of the weekly vacation for the contractee based on the demands of the job.
- C. The University President is entitled to cancel the faculty member's regular vacation, whether in part or in full, and to compensate the faculty member for it. This is subject to a written approval by the faculty member, unless there is an urgent need. The compensation for this is equivalent to the faculty member's salary during that year, and he is no longer eligible for a personal air ticket in cases where his full vacation has been cancelled.
- D. The concerned Vice President, or whomever he delegates, is eligible to cancel the Eid holidays, whether in part or in full, depending on the job's demands. This cancellation should be done at the consent of the faculty member, unless there is an urgent need. The compensation for the cancelled holiday is the same number of days.

Article Twenty Four:

A contractee can attend conferences, symposia and work- shops in Saudi Arabia or abroad, based on the following conditions:

- a) There should be a connection between the topic of the conference, symposium or workshop and the major of the faculty member or his/her actual work obligations.
- b) Participation in conferences, symposia and workshops are based on the recommendation of the head of the department, the dean of the college and the approval of the university rector.
- c) The faculty member who participates in a conference or symposium should submit a certificate of attendance to the university.

The university may issue an air ticket and delegation payment for the faculty member who attends the conference or symposium. It is also possible to only issue an air ticket, give a sum of money or give permission to attend without any financial commitments.

Article Twenty Five:

The University President may grant the contractee an exceptional unpaid leave for a period no longer than one semester without termination of the contract and his service will be considered continuous. The contractee is not entitled to any benefits during this period of exceptional leave.

Article Twenty Six:

If a contractee cannot fulfil his duties due to an illness/health problems, he is entitled to a one-month full-paid leave, which can be extended to two additional months with half pay. The contractee is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the contractee is entitled to double the amount of leave mentioned above. Confirmation of the sickness and the period of sick leave follow the rules and regulations of Saudi Faculty.

Article Twenty Seven:

The contractee is entitled to the following full-paid leaves:

- A five- day leave upon the death of his wife or any of his close relatives.
- A five- day leave upon his marriage.
- A three-day leave when having a new baby.

The contractee is required to provide evidence for any of the situations mentioned above.

Article Twenty Eight:

A female contractee is entitled to full-paid leaves as follows:

- A 10-weeks maternity leave, distributed according to the contractee's choice. This leave may start as early as four weeks, maximum, prior to the estimated due date. The due date must be stated in an approved medical report.
- Upon the death of her husband, a Muslim female contractee is entitled to a confinement leave.
- A non-Muslim female contractee is entitled to a one month leave upon the death of her husband.

Article Twenty Nine:

The contractee may, within the same year, combine more than one form of leave to which he is eligible, provided there is proper statutory entitlement.

Fourth: General provisions on vacations for faculty Saudis and non-Saudis

Article Thirty:

This bylaw is complementary to the conditions of employment.

Article Thirty One:

This bylaw will come into effect starting the academic year 2016-2017

Article Thirty Two:

This bylaw nullifies whatever contradicts it in terms of vacations.