

Procedural guide of General Administration of Human Resources



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Administrative Affairs



جامعة جدة
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Service	Registration and Certification of Academic credentials
Description of Service	To accredit and certify the academic credential of the beneficiary by the Ministry of Human Resources and Social Development.
Procedures required from the beneficiary	Submit the application to the direct manager along with the required attachments.
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. Review and auditing all the attached documents and application form. 2. Submit a letter to the General Administration of Human Resources requesting the approval of the academic qualification of the beneficiary, including all documents.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the application of approved academic qualification of the beneficiary from his workplace. 2. Review and check all attached documents and application form. 3. Document the academic qualification of the beneficiary on the Ministry of Human Resources and Social Development website by the respective employee. 4. Add the academic qualification of the beneficiary in the human resources system (Oracle- ERP).
Forms and documents	<ol style="list-style-type: none"> 1. Fill out the application form of the academic qualification accreditation. 2. Attach the required documents according to the condition.
Notes	<ul style="list-style-type: none"> ➤ Match the academic qualification copy - academic transcript - course schedules (by the academic institution). ➤ Ensure the cases of obtaining the qualification according to the identical case in the application form of the academic qualification accreditation. ➤ The approval of the academic accreditation through the Ministry of Human Resources and Social Development.

Service	Allowances/ Compensations	
	Nature-of-work allowance	Workplace damage and infection compensation
Description of Service	To pay an amount of money to employees due to the variation of nature of work. Examples of such jobs (treasurer –warehouseman– information recorder- support technician – security and safety sectors). The allowance is paid from the first salary of the first position the employee is assigned. The allowance rate ranges from (15% - 25%).	To pay an amount of money to employees who are directly exposed to harm or infection by the risk of their work nature. Job titles included in the allowance and the terms of its disbursement are determined by the Ministry of Human Resources and Social Development in conjunction with the Ministry of Finance.
Procedures required from the beneficiary	<ul style="list-style-type: none"> Practice the job tasks that deserve an allowance. 	<ul style="list-style-type: none"> Fill out an application form for infection and damage compensation (205) and getting approval from the head office.
Procedures of the beneficiary's entity	Submit a request letter for the compensation exchange attached to the required documents to the General Administration of Human Resources	
Procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> Receive compensation exchange claim from the beneficiary's employer attached with required documents. Check and revising the request. Ensure that the job is among the jobs for which an allowance (a compensation) is paid. Approve the allowance/ compensation exchange from the supervisor of the General Administration of Human Resources. 	
Forms and documents	<ul style="list-style-type: none"> Hiring decision. Approved job description from the head office including the tasks that the beneficiary performs. A copy of the administrative decision which assigns the beneficiary to the duties and responsibilities of the job. 	<ul style="list-style-type: none"> Compensation damage and infection application (205)
Notes	The head office must submit a request for the continuity of payment of the allowance or compensation to the beneficiary in case of a promotion under the same position with continued practice of job duties.	

Service	Handing over / receiving a position
Description of Service	To hand over the duties to the newly assigned employee to ease the duties' handover to guarantee work efficiency.
Procedures required from the beneficiary	<ul style="list-style-type: none"> • Hand over all the property of the job tasks and the unfinished tasks to the newly assigned employee. • Fill out the form of handing over and receiving the position and signing it.
Procedures of the beneficiary's entity	<ul style="list-style-type: none"> • Hand over the process between the two parties and auditing the application, and approving it should be supervised by the head office. • Submit a form to the General Administration of Human Resources, including the previous application.
Procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Revise and audit the form of handing over and Receive the position then, saving it.
Forms	<ul style="list-style-type: none"> • The original form of handing over and receiving the position. • A copy of the new position assignment.
Notes	NA

Service	Salary Deduction
Description of Service	Under the executive regulations for Human Resources in Civil Service, should an employee be absent without a legal justification accepted by the employer, (the agency may deduct those days from the employee's annual leave entitlement upon providing an acceptable excuse. Should the employee have no annual leave entitlement left, the absence is treated as "excused absence" without pay. Absence hours are calculated and treated accordingly) after the designated authority issues the administrative decision to perform the deduction.
Procedures required from the beneficiary	NA
Procedures of the beneficiary's entity	Send the procedure papers to the General Administration of Human Resources, including the salary deduction form, after being signed by the employee and approved by the head office.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the procedure papers from the agency, including all necessary attachments. 2. Review and auditing the attachments. 3. Issue the administrative decision and transferring it to the authorized agency for execution.
Forms	<ul style="list-style-type: none"> • Salary deduction form.
Notes	NA

Service	“Statement of Employment” Request
Description of Service	The issuance of an original statement testifying personal, employment, and financial information by the administrative authority and handing it over to the beneficiary.
Procedures required from the beneficiary	Attend to the General Administration of Human Resources to fill out a “statement of employment” form.
Procedures of the beneficiary’s unit	Direct the beneficiary to the General Administration of Human Resources to fill out the required form.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Varyify the identity of the beneficiary through national ID through human resources. 2. Print the statement from the HR system (Oracle-ERP). 3. Hand over the statement to the beneficiary.
Forms	<ul style="list-style-type: none"> • A copy of national ID. • A copy of passport if an English language statement is needed. • Family ID for the issuance of dependency deed.
Notes	<p>It is vital to address the statement according to the following:</p> <ul style="list-style-type: none"> ➤ To whom it may concern. ➤ Embassies along with the required documents. ➤ The court to issue a dependency deed along with the required documents. ➤ Banks to apply for a loan along with the filled required document.

Service	Employee Rotation	
Description of Service	To rotate employees from one workplace to another to gain new experience.	
Procedures required from the beneficiary	<p style="text-align: center;">Rotation request by the employee</p> <p><u>Before issuing the transfer decision:</u></p> <ol style="list-style-type: none"> 1. Fill out a rotation request form. 2. Have it signed by the Head of office. 3. Fill out the acceptance form and approving it from the agency the employee is transferring to after the rotation committee session. <p><u>After issuing the transfer decision:</u></p> <p>Hand over property, and balancing the absence days (sick or annual) during the transfer process per the principles of the transfer decision.</p>	<p style="text-align: center;">Rotation request by the head office</p> <p><u>Before issuing the transfer decision:</u></p> <ol style="list-style-type: none"> 1. Have the beneficiary sign the rotation request form. 2. Fill out the acceptance form and approving it from the agency the employee is transferring to after the rotation committee session. <p><u>After issuing the transfer decision:</u></p> <p>Hand over property, and balance the absence days (sick or annual) during the transfer process per the principles of the transfer decision.</p>
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. Signing the rotation request form by the head office for approval. 2. Making the application to General Administration of Human Resources online including the rotation request form. 	<ol style="list-style-type: none"> 1. The employee may approve/reject the rotation request form and explain the reasons for rejection. 2. Making the application to General Administration of Human Resources online, including the rotation request form.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the form and confirming data accuracy. 2. Scheduling rotation requests data. 3. Present the rotation requests to the rotation committee to make decisions. 4. Prepare transfer decisions for approved rotation requests, authorize them, then send them to the employers. 5. Register the meeting minutes electronically in the councils and committee's system. 6. Prepare (transferring letters and letters of requests turned down by employees) and send them to employers. 7. Change "employer" in the electronic system. 	
Forms	Rotation request form.	
Notes	<ul style="list-style-type: none"> ➤ No rotation requests are accepted without being approved by the employer and the employee. ➤ Rotation committee shall carry out all its tasks in complete privacy. 	

Service	Attendance
Definition of Service	To control and monitor employees' time during official working hours mentioned on the Human Resources Executive Regulations in the Civil Service. This action is applied to all employees.
Procedures required from the beneficiary	<ol style="list-style-type: none"> 1. Commit to the official working hours. 2. In case of absence, submit an electronic leave request form on the Kafaa'a system.
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. Follow up on employees' daily attendance and absence during official working hours. 2. If late or absent from work, the direct manager must apply the statutory actions promptly. 3. Follow up with those who are late or absent from work to record the required forms and attachments (electronically or on paper) (permission forms or leave request forms... etc.). 4. Assign work tasks to employers, ensuring smooth ongoing work. 5. Periodic follow-up with intended employees by documenting the days of absence and minutes of delay justified by the supporting documents according to the system. 6. Fill out the statement of counting attendance and departure of employees at the end of the month and approving it by the employee in charge and by the direct manager. 7. Submit a monthly statement claim to the General Administration of Human Resources.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the claim after completing the documents. 2. Revise and auditing the total days of attendance. 3. Follow-up with the beneficiaries' employers if unjustified or unreliable cases of absence or delay are noticed.
Forms and documents	<ul style="list-style-type: none"> • Inventory of attendance and absence. • Salary deduction form- If any.
Notes	<p><u>Covering up employee's minutes of delay:</u></p> <p>In case the sum of delay minutes reached (420) minutes during the current fiscal year, one working day is deducted.</p> <ul style="list-style-type: none"> • The direct manager has to follow up with the intended employee to implement the deduction either from the leave absence balance or the employee's monthly salary. • In the event that deduction is implemented from the employee's leave balance, a leave request should be submitted for days of absence through the Kafaa'a system. • In the event that salary deduction is implemented, salary deduction procedures are applied.

Service	Boarding	Boarding Compensation
Definition of Service	To cover the value of travel tickets for the employee or the accompanying person after his/her acceptance to attend the Institute of Public Administration courses.	
Procedures required from the beneficiary	Submit a request for securing the boarding order to the direct supervisor, along with the supporting documents, If any.	Submit a request for compensation for the boarding order after attending the training course to the direct manager, including the required documents.
Procedures of the beneficiary's unit	Submit the beneficiary's request, including the required documents, to the General Administration of Human Resources.	
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the claim from the beneficiary's employer after completing all the attachments. 2. Review and auditing the attachments. 3. Ensure the issuance of the mandate decision to the beneficiary. 4. Issue a boarding order. 5. Provide the beneficiary with the original boarding order. 	<ol style="list-style-type: none"> 6. Receive the claim from the beneficiary's employer after completing all the attachments. 1. Reviewing and auditing the attachments. 2. Ensuring the issuance of the mandate decision to the beneficiary.
Forms and documents	<ul style="list-style-type: none"> • The national ID of the beneficiary and the companion, if any. • The family ID card. • The beneficiary mandate decision. 	<ul style="list-style-type: none"> • The national ID of the beneficiary and the companion, if any. • The family ID card. • A certificate of passing the course. • The beneficiary mandate decision. • Electronic reservation tickets for the beneficiary and the companion.
Notes	Staff of the educational and administrative commission can book air tickets after the boarding order is issued by the Saudi Airlines customer service representative at the university.	

Service	Job Change
Definition of Service	To change the title of an approved job in the government sector's budget to another title responding to classification rules, the need for work, or both.
Procedures required from the beneficiary	<ol style="list-style-type: none"> 1. Fill out the change form. 2. Ask the direct manager to send a letter to the General Department of Human Resources requesting a job change, along with all the required attachments.
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. Receive a job change request from the beneficiary. 2. Submit a request letter to the General Administration of Human Resources with all attachments.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive a job change request letter from the beneficiary's employer and check all the attachments. 2. Show the job change request to the competent committee with all the attachments to discuss the request and to provide feedback.
Forms and documents	<ul style="list-style-type: none"> • Change request form. • Curriculum Vitae. • Administrative decisions. • Job description.
Notes	It is not mandatory to upgrade the position's job level or change the organizational structure through the job change.

Service	Leave of Absence 1/ Standard Leave
Definition of Service	The beneficiary is entitled to a standard leave of (36) days for each year of his/her years of service with a full salary according to the last salary he/she was paid.
Procedures required from the beneficiary	<ol style="list-style-type: none"> 1. Create the standard leave application electronically. 2. Choose the type of leave (standard or for days of absence). 3. Fill in the required information. 4. Send the request to the direct manager. 5. Submit a form for job commencement after returning from the standard leave.
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. The direct manager receives the leave request on the Kafa'a system, auditing and then approving it. 2. The head office receives the leave request and approves it. 3. Send the request to the General Administration of Human Resources to audit the request by the employee in charge.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Check all the data provided in the request. 2. Approve the application by the supervisor of the General Administration of Human Resources. 3. Prepare the administrative decision by the employee in charge to be approved by the authorized person, and then referred to the competent authority to complete the necessary.
Forms and documents	<ul style="list-style-type: none"> • Electronic leave request.
Notes	<p>All electronic leave requests are submitted on the Kafa'a system by the beneficiary.</p> <ul style="list-style-type: none"> • It is essential to submit a form for job commencement after returning from his/her standard leave. • It is not essential to submit a form for job commencement after the standard leave. • It is essential to present an acceptable excuse to the head office.

Leave of Absence			
2/ Sick leaves not requiring approval from the medical authority			
Service			
Definition of Service	The beneficiary's inability to perform the job due to health issues approved by a medical report.		
Procedures required from the beneficiary	<ol style="list-style-type: none"> 1. Create the sick leave application electronically. 2. Attach the medical report certified by the health platform. 3. Send the request to the direct manager. 		
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. The direct manager receives the beneficiary's sick leave request. 2. Check all data provided in the application and matching them with the attached documents. 3. Approving the request and send it to the General Administration of Human Resources or returning it for modification in case data does not match the attached documents. 		
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the leave request. 2. Check all data provided in the application and matching them with the attached documents. 3. Approving the request or returning it for modification in case data does not match the attached documents. 4. Send the online application to the supervisor of the General Administration of Human Resources and Issuing the sick leave report. 		
Duration of leave	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • It ranges from one to thirty days only. • The employee is entitled to a sick leave that does not exceed two years in a period of four years, in case of serious diseases specified by the medical authority. <p>It is determined from the date of absence from work according to the following order: (One year) full salary. (six months) half salary. (six months) quarter salary</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="color: red; margin: 0;"><u>In the event of serious diseases:</u></p> <ul style="list-style-type: none"> • The employee is entitled to a sick leave that does not exceed two years in a period of four years of service according to the following: (six months) full salary. (six months) half salary. (one year) quarter of salary • The beginning of the four years is counted from the first date of the sick leave. </td> </tr> </table>	<ul style="list-style-type: none"> • It ranges from one to thirty days only. • The employee is entitled to a sick leave that does not exceed two years in a period of four years, in case of serious diseases specified by the medical authority. <p>It is determined from the date of absence from work according to the following order: (One year) full salary. (six months) half salary. (six months) quarter salary</p>	<p style="color: red; margin: 0;"><u>In the event of serious diseases:</u></p> <ul style="list-style-type: none"> • The employee is entitled to a sick leave that does not exceed two years in a period of four years of service according to the following: (six months) full salary. (six months) half salary. (one year) quarter of salary • The beginning of the four years is counted from the first date of the sick leave.
<ul style="list-style-type: none"> • It ranges from one to thirty days only. • The employee is entitled to a sick leave that does not exceed two years in a period of four years, in case of serious diseases specified by the medical authority. <p>It is determined from the date of absence from work according to the following order: (One year) full salary. (six months) half salary. (six months) quarter salary</p>	<p style="color: red; margin: 0;"><u>In the event of serious diseases:</u></p> <ul style="list-style-type: none"> • The employee is entitled to a sick leave that does not exceed two years in a period of four years of service according to the following: (six months) full salary. (six months) half salary. (one year) quarter of salary • The beginning of the four years is counted from the first date of the sick leave. 		
Forms and documents	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Original sick leave report (pdf). </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Sick leave request. </td> </tr> </table>	<ul style="list-style-type: none"> • Original sick leave report (pdf). 	<ul style="list-style-type: none"> • Sick leave request.
<ul style="list-style-type: none"> • Original sick leave report (pdf). 	<ul style="list-style-type: none"> • Sick leave request. 		
Notes	NA		

Service	Leave of Absence	
	3/ Sick leaves requiring approval from the medical authority	
Definition of Service	The beneficiary's inability to perform the job due to health problems approved by a medical report whose period exceeds thirty days, or the medical report issued by a medical authority outside the Kingdom of Saudi Arabia.	
Procedures required from the beneficiary	<ol style="list-style-type: none"> 1. Handing over the original medical report to the direct manager. 2. Going to the General Medical Authority and showing the national ID after Receive the appointment date of approval of the direct manager's medical report. 	<ol style="list-style-type: none"> 1. Receive the approval of the medical report with all documents from the direct manager. 2. Creating the sick leave application electronically and attach all the required documents. 3. Submit a form for job commencement electronically after returning from leave.
Procedures of the beneficiary's unit	<ol style="list-style-type: none"> 1. Submit a claim to the General Administration of Human Resources to determine the appointment date with the medical authority and attach all the required documents. 2. Receive a claim from the General Administration of Human Resources to inform the beneficiary about the appointed date with the medical authority. 3. Receive a copy of the medical report approval with all the documents and handing them over to the beneficiary for submit the electronic sick leave request. 	<ol style="list-style-type: none"> 1. Receive the electronic sick leave request by the direct manager. 2. Check all data provided in the application and matching them with the attached documents. 3. Approving the request and send it to the General Administration of Human Resources or returning it for modification in case data does not match the attached documents.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive a claim from the beneficiary's employer to the appointment date with the medical authority and attach all the required documents. 2. Submit a claim to the General Medical Authority about the appointed date with the medical authority. 3. Send the date that has been set by the General Medical Authority to the beneficiary. 4. Receive the medical report approval and send the claim to the beneficiary's employer. 	<ol style="list-style-type: none"> 1. Receive the leave request electronically. 2. Check all data provided in the application and matching them with the attached documents. 3. Approving the request or returning it for modification in case data does not match the attached documents. 4. Send the online application to the General Administration of Human Resources supervisor for approving and Issuing it.
Duration of leave	<ul style="list-style-type: none"> • The total number of sick days exceeds thirty days. 	
Forms and documents	<ul style="list-style-type: none"> • The Original national ID • The medical report approval (pdf). 	<ul style="list-style-type: none"> • Sick leave request. • Original sick leave report (pdf).
Notes	NA	

The service	Leave of Absence
	4/Leave for accompanying a patient
Definition	The beneficiary absence from work due to his/her need to accompany an ill relative (first- to third-degree) in their recovery phase.
Required procedures of the beneficiary	Digitally upload a patient accompanying leave request with all required documents attached.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge, returning it for amendment if form's information does not match the attached documents.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request or returning it for amendment if the information does not match the attached documents. • Send the request digitally to the supervisor of the General Administration of Human Resources to be authorized and issued.
Duration of leave	<ul style="list-style-type: none"> • If an employee needs to accompany a patient of his/her relatives or a mother requesting to accompany her child under 12, they are both permitted to use their standard days of leave. • If the required duration of leave for accompanying a patient is more than standard days of leave, the employee is permitted to be absent from work, according to article (A) of the rule (141) of the regulation, supported with what the medical reports decide.
Required Forms and Documents	<ul style="list-style-type: none"> • Medical report. • Copy of family ID card or birth certificate. • Copy of dependency document (in case of accompanying parents).
Notes	None.

The service	Leave of Absence
	5/ Childbirth leave (Female specific)
Definition	The absence of the beneficiary from work due to childbirth while receiving full pay for 70 days after giving birth.
Required procedures of the beneficiary	Digitally upload a childbirth leave request with all required documents attached.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge or return it for amendment if the form's information does not match the attached documents.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request or returning it for amendment if the information does not match the attached documents. • Send the request digitally to the supervisor of the General Administration of Human Resources to be authorized and issued.
Duration of leave	70 days with full pay.
Required Forms and Documents	<ul style="list-style-type: none"> • Childbirth leave request. • Copy of birth notification or birth certificate.
Notes	<ul style="list-style-type: none"> • The date of childbirth leave must match the accurate date of childbirth. • The childbirth leave should be separated from regular and sick leaves by entering the accurate date of childbirth.

The service	Leave of Absence
	6/Maternity leave (Female specific)
Definition	The absence of the beneficiary due to her wish to devote her full time to care for her child (no older than three years) and deserving a maternity leave that is regulated by certain conditions and for a specified time during all her years of service.
Required procedures of the beneficiary	Digitally upload a maternity leave request with all required documents attached.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge, or returning it for amendment if the information in the form does not match the attached documents.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request or returning it for amendment if the information does not match the attached documents. • Send the request digitally to the supervisor of the General Administration of Human Resources to be authorized and issued. • Give a quarter of the original salary during the maternity leave seeing that it is not less than 1500 SR per month.
Duration of leave	A maximum of three years throughout the years of service.
Required Forms and Documents	<ul style="list-style-type: none"> • Maternity leave request. • Copy of family identity or the childbirth certificate.
Notes	<ul style="list-style-type: none"> • Copy of the childbirth certificate should be attached in case of disconnection between the childbirth leave and the maternity leave. • The date of actual return to work must be digitally submitted after returning from maternity leave and not connecting it to any other leave. • Failing to submit the date of returning to work would affect the distribution of the beneficiary's salary negatively. <ul style="list-style-type: none"> • Quarter of the salary, relocation allowance, and retirement salary are subtracted from the beneficiary salary seeing that it is not less than 1500 SR per month.

The service	Leave of Absence
	7/ Exceptional leave
Definition	The absence of the beneficiary from work due to an emergency or pressing reasons accepted by the concerned authority and deserving of a no-pay leave that is limited to a decided period.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload an exceptional leave request with all required documents attached. • Attach all required documents. • Follow up on the ‘Kafaa’ system until the administrative decision is made.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge, or returning it for amendment if the form’s information does not match the attached documents. • Submit the request to the general administration of human resources. • Receive a copy of the leave decision.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or return it for amendment if the information in the form does not match the attached documents or is incomplete. • Send the request digitally to the higher authority. • Authorize the request for the exceptional leave to be printed by the General Administration of Human Resources supervisor and send a copy of it to the concerned authority. • Stopping payment salary to the beneficiary starting form the date of the leave.
Duration of leave	No longer than two years of every five years of service, whether connected or not.
Required Forms and Documents	<ul style="list-style-type: none"> • All required documents for requesting an exceptional leave. • The exceptional leave request.

Notes

- The exceptional leave could be broken by the beneficiary's actual return to work, a childbirth leave, a maternity leave, or a bereavement leave.
- All financial discrepancies, whether by addition or deduction, should be counted for the beneficiary once he/she returns to work according to the issued decision.
- The exceptional leave cannot be started until the administrative decision is issued.
- The request for an exceptional leave should be submitted ahead of the needed date by a minimum of two months.
- Distributing the beneficiary salary could be affected negatively if the return-to-work form was not digitally uploaded once he/she returns to work from the exceptional leave.

The service	Leave of Absence
	8/ The exceptional leave for accompanying a family member
Definition	The absence of the beneficiary from work due to emergency and pressing reasons accepted by the concerned authority and deserving of a no-pay leave that is limited to a decided period.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload an exceptional accompanying leave request with all required documents attached. • Attach all required documents. • Follow up on the 'Kafaa' system until the administrative decision is made.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge or return it for amendment if the form's information does not match the attached documents. • Submit the request to the general administration of human resources. • Receive a copy of the leave decision.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or returning it for amendment if the information in the form does not match the attached documents or is incomplete. • Send the request digitally to the higher authority. • Authorize the request for the exceptional accompanying leave to be printed by the supervisor of the General Administration of Human Resources and send a copy of it to the concerned authority. • Stop payment salary to the beneficiary starting from the date of the leave.
Duration of leave	No longer than ten years of all the beneficiary years of service, whether connected or not.

<p>Required Forms and Documents</p>	<ul style="list-style-type: none"> • Copy of family ID card. • A request for an exceptional accompanying leave. • A scholarship decision, or a statement from the employer of the husband or whoever is legally dependent to the beneficiary.
<p>Notes</p>	<ul style="list-style-type: none"> • The exceptional accompanying leave could be broken by the beneficiary actual return to work, a childbirth leave, a maternity leave, or a bereavement leave. • All financial discrepancies, whether by addition or deduction, should be counted for the beneficiary once he/she returns to work according to the issued decision. • The exceptional accompanying leave cannot be started until the administrative decision is issued. • The request for an exceptional leave should be submitted ahead of the needed date by a minimum of two months. • Distributing the beneficiary salary could be affected negatively if the return-to-work form was not digitally uploaded once he/she returns to work from the exceptional leave.

The service	Leave of Absence 9/ Bereavement leave
Definition	The beneficiary's absence due to her grieving her husband for (130) days with full pay.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload a bereavement leave request with all required documents attached. • Attach all required documents. • Follow up on the 'Kafaa' system until the administrative decision is made.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge or return it for amendment if the form's information does not match the attached documents. • Submit the request to the general administration of human resources.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or return it for amendment if the form's information does not match the attached documents or is incomplete. • Authorize the request for the bereavement leave to be printed by the supervisor of the General Administration of Human Resources and send a copy of it to the concerned authority. • Give the beneficiary full pay during the leave.
Duration of leave	130 days.
Required Forms and Documents	<ul style="list-style-type: none"> • Request for bereavement leave. • Copy of death notification or death certificate. • Copy of family identity.
Notes	None.

The service	Leave of Absence
	10/ Emergency leave
Definition	An emergency that requires the beneficiary's absence from work with the condition that the beneficiary's balance of regular leaves is empty and requires acceptance from the immediate authority.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload an emergency leave request with all required documents attached. • Submit the request to the immediate superior.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Submit the request to the general administration of human resources.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Check the request, then authorize. • Authorize the request for the emergency leave by the supervisor of the general administration of human resources.
Duration of leave	Five days with full pay during each financial year.
Required Forms and Documents	<ul style="list-style-type: none"> • Request for emergency leave.
Notes	<p>Under the executive regulations of the civil services, emergency leaves are issued under two conditions:</p> <ul style="list-style-type: none"> • Unavailability of regular leaves. • The immediate superior acceptance.

The service	Leave of Absence
	11/ Death of a relative leave
Definition	The absence of the beneficiary from work due to the death of his/her spouse or a relative from the first to third grade.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload an emergency leave request with all required documents attached. • Submit the request to the immediate superior.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge and check all required documents. • Submit the request to the Head of the office to be authorized. • Submit the request for the general administration of human resources.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or return it for amendment if the form's information does not match the attached documents or is incomplete. • Authorize the request for emergency leave by the supervisor of the general administration of human resources.
Duration of leave	Five days with full pay.
Required Forms and Documents	<ul style="list-style-type: none"> • A document proving the relation with the dead relative. • Death certificate.
Notes	<ul style="list-style-type: none"> • The beneficiary deserves a fully paid five-days leave due to the death of his/her spouse or a relative from the first to third grade. <p>The degree of relatives:</p> <ul style="list-style-type: none"> • First degree: parents and grandparents. • Second degree: children and grandchildren. • Third degree: Siblings, half-siblings, their children and their grandchildren.

The service	Leave of Absence 12/ Exam leave
Definition	The absence of the beneficiary from work due to his/her performance of an exam while providing proof of undertaking the exam, its duration, and their merit of a leave.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Digitally upload an emergency leave request with all required documents attached. • Submit the request to the immediate superior.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge and check all required documents. • Submit the request to the Head superior to be authorized. • Submit the request for the general administration of human resources.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or return it for amendment if the form's information does not match the attached documents or is incomplete. • Authorize the request for leave by the supervisor of the general administration of human resources.
Duration of leave	To be decided according to the schedule of subjects, or the number of subjects in each semester.
Required Forms and Documents	<ul style="list-style-type: none"> • Copy of the subjects' schedule. • The exam schedule.
Notes	<ul style="list-style-type: none"> • The beneficiary deserves an exam leave with full pay in the condition that he/she provides proof of undertaking the exam, and the leave days should be decided per the actual exam days. • The beneficiary deserves a one-day leave before the exam day and a three-days leave if the exam is set outside of Saudi Arabia.

The service	Leave of Absence
	13/ Educational leave
Definition	The absence of the beneficiary from work due to his/her completion of his/her studies after the concerned authority agreement to the leave.
Required procedures of the beneficiary	<ul style="list-style-type: none"> • Complete an information form and attach all required documents. • Submit the request to the immediate superior. • Follow up on the request digitally.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge and check all required documents. • Submit the request to the head superior to be authorized.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge. • Check all the information mentioned in the request and matching it with the attached documents. • Check the request or return it for amendment if the form's information does not match the attached documents or is incomplete. • Send the request digitally to the higher authority. • Authorize the request for the exceptional leave to be printed by the General Administration of Human Resources supervisor and send a copy of it to the concerned authority. • Stop payment salary to the beneficiary starting from the date of the leave.
Duration of leave	To be decided according to the schedule of subjects, or the number of subjects in each semester.
Required Forms and Documents	<ul style="list-style-type: none"> • The digital request. • The administrative acceptance of the request.
Notes	<p>It is allowed to permit the beneficiary a no-pay educational leave if he/she holds a degree that is no less than a high school degree or its equivalent under these conditions:</p> <ul style="list-style-type: none"> • The beneficiary terms of service should exceed three years with a job-performance evaluation of 'very good' or equivalent. • The subject of study should be of relevance to the entity for which they work.

The service	Leave of Absence
	14/Paternity leave (Male specific)
Definition	The beneficiary absence from work due to welcoming a newborn.
Required procedures of the beneficiary	Upload the request digitally and attach all required documents.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge and check all required documents. • Check all the information mentioned in the request and matching it with the attached documents. • Send the request to the General Administration of Human Resources employee in charge or return it for amendment if the form's information does not match the attached documents.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Reception of the leave request and check all required documents. • Check all the information mentioned in the request and matching it with the attached documents. • Authorize the request and send it to the General Administration of Human Resources employee in charge, or returning it for amendment if the information in the form does not match the attached documents.
Duration of leave	Three days with full pay.
Required Forms and Documents	<ul style="list-style-type: none"> • Copy of birth certificate or birth notification.
Notes	The beneficiary deserves a 3-days leave with full pay during a week of childbirth.

The service	Return to work after leave
Leaves that require an actual return to work	<ul style="list-style-type: none"> • Regular leave: the beneficiary enjoyment of regular leave. • Sick leave: return to work after a sick leave that lasted more than 15 days. • Patient accompanying leave: the beneficiary's absence from work due to his/her accompanying an ill relative (spouse, parent, children). • Maternity leave: the beneficiary return to work after her maternity leave with a quarter of her salary. • Exceptional leave: the beneficiary return to work after his/her unpaid absence due to emergency reasons. • Exceptional accompanying leave: the beneficiary return to work after his/her unpaid for absence due to accompanying his/her spouse or legally dependent to outside Saudi Arabia.
Required procedures of the beneficiary	Upload the return-to-work form digitally to the immediate superior, including the actual date of the return.
Required procedures of the concerned authority	<ul style="list-style-type: none"> • Reception of the leave request by the immediate superior in charge and check all required documents. • Check all the information mentioned in the request and matching it with the attached documents. • Send the request to the head authority to be authorized. • Submit the request general administration of human resources.
Required procedures of the General Administration of Human Resources	<ul style="list-style-type: none"> • Check the request by the employee responsible for leaves, then authorize it. • Authorize the request by the supervisor of the general administration of human resources.
Required Forms and Documents	None
Notes	Some leaves do not require a return-to-work form. (emergency leave, childbirth leave, bereavement leave, exam leave).

Termination of Service 1/ for Employees on Standard Government Ranks “31, 32, 33”	
Definition of Service	Pension Settlement
<p><u>Termination of Service:</u> The cessation of the employment relationship between the organization and the employee, with an administrative resolution, whether based on the employee’s request or for a reason from the administration side, based on his/her desire, or due to the inevitability of termination by force of the system.</p> <p>To calculate the retirement pension, the following page must be visited: Public Pension Agency Page - Electronic Services - Pension Account.</p>	
<p>1/1 Retirement for completing full retirement age: The beneficiary reaches 60 years of age.</p>	<p>Pension = $\frac{\text{salary} \times \text{number of years of service}}{40}$</p>
<p>1/2 Resignation: A written application submitted by the beneficiary to his/her direct head, claiming his/her desire to give up service.</p>	<p>If the duration of service is less than 10 years, a reward of 10% is given.</p> <p>Deserved Pension= $\text{salary} \times \frac{10}{100} \times 12 \times \text{service duration}$</p> <p>If the duration of service is more than 10 years, a reward of 11% is given.</p> <p>Deserved Pension= $\text{salary} \times \frac{11}{100} \times 12 \times \text{service duration}$</p>
<p>1/3 Early Retirement: The beneficiary’s desire to terminate the service before reaching the full retirement age, under the condition that the minimum total required service is the duration of <u>(20 years) and not more than (25 years).</u></p>	<p>Deserved Pension = $\frac{\text{salary} \times 25 \text{ years}}{40}$</p>

<p>1/4 Health Disability: The beneficiary's inability to perform the assigned work tasks due to illness, according to the percentage of health disability determined by the medical board.</p>	<p>The largest amount of the two equations is taken:</p> <p>Deserved Pension= $basic\ salary \times \frac{40}{100}$</p> <p>Or</p> <p>Deserved Pension= $basic\ salary \times \frac{number\ of\ years\ of\ service}{40}$</p> <p>Health Disability or Death caused by work:</p> <p>= $last\ basic\ salary \times \frac{4}{5}$</p>
<p>1/5 Death: Cessation of work due to death</p>	<p>Health Disability or Death caused by work:</p> <p>= $last\ basic\ salary \times \frac{4}{5}$</p>
<p>1/6 Absence from Work <i>Absence without a valid excuse:</i> The beneficiary is absent for 15 consecutive days or 30 separate days during the year without a valid excuse.</p>	<p>If the duration of service is less than 10 years, a reward of 10% is given.</p> <p>Deserved Pension= $salary \times \frac{10}{100} \times 12 \times service\ duration$</p> <p>If the duration of service is more than 10 years, a reward of 11% is given.</p> <p>Deserved Pension= $salary \times \frac{11}{100} \times 12 \times service\ duration$</p>
<p>1/7 Dismissal for Disciplinary Reasons: The employee has committed a grave administrative violation while performing his/her work, or if a lawful judgment was issued against him/her.</p> <p>1/8 Dismissal due to a royal Order or a resolution of the Cabinet.</p>	<p>Deserved Pension = $\frac{Salary \times duration\ (minimum\ 15\ years)}{40 \times service\ duration}$</p>

Service	Termination of Service for Employees on Standard Government Ranks (31-32-33)			
	(1) Retirement for completing full retirement age	(2) Resignation	(3) Early Retirement	(4) Retirement due to Health Disability
The procedures required of the beneficiary	<ol style="list-style-type: none"> 1. Receive a copy of the administrative resolution from the direct head of the entity to which the beneficiary belongs. 2. After the issuance of the administrative resolution, the required documents and forms are delivered to the direct head in person, filled with a pen and have a signature. 3. Submit an electronic clearance form. 4. Receive all financial dues following the resolution. 	<ol style="list-style-type: none"> 1. Submit an application to the direct head indicating the required date to end of service (resignation – early retirement). 2. Receive a copy of the administrative resolution from the direct head at the entity to which the beneficiary belongs. 3. The required documents and forms are delivered to the direct head in person, filled with a pen, and have a signature. 4. Submit an electronic clearance form after the issuance of the administrative resolution. 5. Receive all financial dues following the resolution. 		
The procedures required by the beneficiary's employer	<ol style="list-style-type: none"> 1. Receive a copy of the retirement resolution, including a list of the documents required by the General Administration of Human Resources, and deliver it to the beneficiary. 2. Submit the forms to the beneficiary for completion. 3. Review all data and attached documents. 4. Submit an electronic clearance form for the beneficiary. 5. Submit the application to the General Administration of Human Resources. 	<ol style="list-style-type: none"> 1. The direct supervisor receives the application. 2. Report the beneficiary's request to the General Administration of Human Resources. 3. Receive a copy of the administrative resolution from, and deliver a copy of it to the beneficiary. 4. Receive an application from the General Administration of Human Resources, including a copy of the resolution of retirement and the required documents. 5. Submit the forms to the beneficiary for completion. 6. Review all data and attached documents. 7. Submit an electronic clearance form for the beneficiary. 8. Submit the request to the General 	<ol style="list-style-type: none"> 1. The direct head receives the application. 2. Send the beneficiary's application to the General Administration of Human Resources. 3. Receive the Medical Board appointment for a check-up and inform the beneficiary about it. 4. Receive a copy of the administrative resolution from the General Administration of Human Resources, which proves the beneficiary's inability to work, and hand a copy of it to the beneficiary. 5. Submit the forms to the beneficiary for completion. 6. Review all data and attached documents. 7. Submit an electronic clearance form for the beneficiary. 	

		Administration of Human Resources in all sectors.	8. Submit the application to the General Administration of Human Resources.
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Service	Termination of Service for Employees on Standard Government Ranks (31-32-33)			
	(1) Retirement for reaching full retirement age	(2) Resignation	(3) Early Retirement	(4) Retirement due to Health Disability
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Prepare the administrative resolution to be approved by the authorized person. 2. Submitted the transaction to the entity to which the beneficiary affiliates, including all required attachments . 3. Received the application from the entity to which the beneficiary affiliates enclosing all required attachments. 4. Verify all data and information listed in the forms and match them with the attached documents. 5. Finalize the termination of service procedures. 6. Prepare a letter to be signed by the General Administration of Human Resources' supervisor directed to the Civil Affairs to adjust the post. 7. Pay all financial dues according to following the resolution. 8. Cessation of salary according to the date of the vacancy of the position. 			<ol style="list-style-type: none"> 1. Submit a letter to the General Medical Board in Jeddah to examine the employee and indicate the level of her disability. 2. Prepare the administrative resolution to be approved by the person in charge on bases of the percentage of the health disability. 3. Submit the transaction to the employer of the beneficiary to complete the required documents after the issuance of the resolution. 4. Received the application from the entity to which the beneficiary affiliates after fulfilling all the attachments. 5. Verify all data and information listed in the forms and match them with the attached documents. 6. Finalize the termination of service procedures. 7. Prepare a letter to be signed by the General Administration of Human Resources' head directed to the Civil Affairs to adjust the post.
Forms and Documents	<ol style="list-style-type: none"> 1. A letter of service and pension benefits settlement. 2. An application of employee card . 3. A copy of end of service resolution. 4. Electronic clearance. 5. Electronic clearance from (Agricultural Development Fund- Real-estate Development Fund- Social Development Bank). 6. A copy of the national identification card. 			<ol style="list-style-type: none"> 7. A copy of the secondment or assignment letter, if any. 8. A copy of the deduction letter and penalties imposed on the beneficiary, if any. 9. A copy of the extraordinary leave and extension letter, if he/she enjoyed them. 10. One personal photo (4 * 6) 11. A certified notice from the bank stating the international bank account number (IBAN)
Notes	None			

Service	Termination of Service for Employees on The Standard Government Ranks (31-32-33)
	(5) Death
Procedures Required by the Legitimate Representative	<ol style="list-style-type: none"> 1. Submit a copy of the death report certificate to the General Administration of Human Resources or to the employer of the beneficiary (the deceased). 2. Complete the procedures of the clearance. 3. Visit the financial department to receive all the financial dues according to what was stated in the termination letter.
Procedures of the Entity in which the Beneficiary affiliates	<ol style="list-style-type: none"> 1. Submit an application to the General Department of Human Resources, attaching a copy of the death certificate. 2. Receive a copy of the administrative resolution from the General Administration of Human Resources in the Female Section. 3. Clearance of the beneficiary party. 4. Inform the legal representative to visit the General Administration of Human Resources to finalize service termination procedures.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the application from the beneficiary employer with all attachments to complete the transaction. 2. Submit an application to the General Administration of Human Resources to complete the end-of-service procedures. 3. Send a copy of the end of service letter to the beneficiary (the deceased) affiliated agency. 4. Disbursement of all financial dues as stated in the termination letter. 5. Cessation of salary as of the date of the vacancy of the position.
Forms and Documents	<ol style="list-style-type: none"> 1. Electronic clearance. 2. Electronic clearance from (Agricultural Development Fund- Real-estate Development Fund- Social Development Bank). 3. A copy of the national ID card. 4. A copy of the death certificate. 5. A copy of the secondment or assignment decisions, if any. 6. A copy of the deduction letter and penalties imposed on the beneficiary, if any. 7. A copy of the extraordinary leave and extension letter, if he/she enjoyed them. 8. A certified notice from the bank stating the international bank account number (IBAN).
Notes	The forms must be filled out, and all required documents must be brought to the General Administration of Human Resources by the legal agent.

Service	Termination of Service for Employees on Standard Government Ranks (31-32-33)
	(6) Absence from Work
Service Definition	The beneficiary is absent for 15 consecutive days or 30 non-consecutive days during the year without a valid excuse.
Procedures of the Entity in which the beneficiary is affiliated with	<ol style="list-style-type: none"> 1. Communicate with the beneficiary to inquire about the reasons for stop attending work. 2. Submit an application to the General Department of Human Resources explaining the reasons for the beneficiary's discontinuation from work and the inability to communicate with him/her, along with attaching proof to take the necessary action. 3. Receive a copy of the termination of service letter. 4. Finalize the termination of service letter.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receipt of the transaction from the employer with all the attachments. 2. Verify the data in the application with the attachments. 3. Submit all attachments to the higher administration to complete the legal procedures. 4. Cessation of monthly salary payments. 5. Prepare a letter of ending the service for "absence from work" for the authorized person's approval. 6. Send a copy of the administrative decision to the entity to which the beneficiary belongs.
Required Documents	Documents that prove communication failure with the beneficiary (e-mail, a letter to the primary address, home phone number, mobile number).
Forms	Case proof
Notes	<ul style="list-style-type: none"> ➤ The case proof form is used in the following cases: ➤ The existence of a financial custody on the beneficiary. ➤ When the beneficiary is absent from work.

Service	Termination of Service for Employees on The Standard Government Ranks (31-32-33)
	(7) Dismissal for Disciplinary Reasons
Notes	<p>A. The employee is dismissed by force of order, and the dismissal is considered for disciplinary reasons in the following cases:</p> <ul style="list-style-type: none"> • If a legal sentence is issued against him/her by a competent judicial body that has acquired the peremptory character, in which he/she is proven to commit one of the violations of the legal limit, and he/she shall be punished with a maximum penalty. • If a legal sentence that acquires peremptory character is issued against him/her for committing the duty of retribution in the soul. • If a judgment is issued against him/her from a competent judicial body that acquires peremptory character, the conviction and sentence is authorized for the following crimes :(Bribery, forgery, embezzlement, smuggling, drugs or alcohol promotion or trafficking). • If he/she is sentenced to imprisonment for a period exceeding one year. • The stay of execution of the original sentence imposed does not affect the application of this provision. <p>B. If the employee is sentenced to punishment by any competent body entrusted with a system, certain penalties shall be imposed, and these are not required for dismissal by the force of the system according to the previous paragraph, the matter shall be referred to the competent body in the disciplinary trial to decide the appropriate disciplinary penalty against him.</p>
Service	(8) Dismissal by Royal Order or by a Decision from The Cabinet
Notes	<ul style="list-style-type: none"> • It is permissible, by royal order, a high order, or by a decision of the Cabinet, to dismiss the employee if the public interest so decides. • This dismissal shall not be considered for disciplinary reasons unless specified in the order or decision. • The employee may not return to service without the approval of the authority that issued the dismissal order.

Termination of Service 1/ for Employees Under Wage (A, B, C, D)	
Definition of Service	Pension Settlement
2/1 Retirement for completing retirement age: The male beneficiary reaches 60 years of age, and the female reaches 55 years old.	<ul style="list-style-type: none"> ➤ To calculate the end of service reward, login to the page of the Ministry of Labor in the Kingdom of Saudi Arabia electronically- Labor Culture- Duties and Rights- End of Service Reward- The End of Service Reward Calculator. ➤ To calculate the end of service reward according to the following (half a month's wage for each of the first five years and one month's wage for each of the following years)
2/2 Resignation: A written letter submitted by the beneficiary to his/her direct head declaring his/her willingness to leave the service.	
2/3 Early Retirement: The beneficiary's desire to terminate the service early before reaching the full retirement age, given that the minimum total required service is provided <u>(20 years) and not more than (25 years).</u>	
2/4 Health Disability: The beneficiary's inability to perform the work tasks assigned to them due to illness, according to the percentage of health disability determined by the Medical Board.	
2/5 Death: Cessation of work due to death	
2/6 Absence from Work "Absence without a valid excuse": The beneficiary is absent for 15 consecutive days or 30 non-consecutive days during the year without a valid excuse.	
2/7 Dismissal for Disciplinary Reasons: The beneficiary has committed a grave administrative violation while performing his/her work or if a lawful judgment was issued against him/her.	
2/8 Dismissal by Royal Order or by a Decision from Council of Ministries.	

Service	Termination of Service for Employees Under Wages (A, B, C, D)			
	(1) Retirement for completing retirement age	(2) Resignation	(3) Early Retirement	(4) Retirement due to Health Disability
The procedures required of the beneficiary	<ol style="list-style-type: none"> 1. Receive a copy of the administrative resolution from the direct head of the entity to which the beneficiary belongs. 2. Deliver the required documents and forms to the direct head after the issuance of the letter. 3. Submit an electronic clearance form. 4. Receive all financial dues following the resolution. 5. Check with the Social Insurance after the job's vacancy date. 	<ol style="list-style-type: none"> 1. Submit an application to the direct head indicating the required date. 2. Receive a copy of the administrative resolution from the direct head of the entity to which the beneficiary belongs. 3. Submit the required documents and forms to the direct head. 4. Receive all financial dues following the resolution from the Financial Department. 		
The procedures required by the beneficiary's Employer	<ol style="list-style-type: none"> 1. Receive a copy of the retirement resolution from the General Administration of Human Resources, and deliver it to the beneficiary. 2. Receive the end of service application from the General Administration of Human Resource with the required documents attached. 3. Submit the forms to the beneficiary for completion. 4. Submit an electronic clearance form for the beneficiary. 5. Submit the application to the General Administration of Human Resources. 	<ol style="list-style-type: none"> 1. The direct supervisor receives the request. 2. Submit the beneficiary's application to the General Administration of Human Resources. 3. Receive a copy of the letter, and hand a copy of it to the beneficiary. 4. Receive the General Administration of Human Resources application, including a copy of the retirement letter, attach documents, and submit to the beneficiary for completion. 5. Submit an electronic clearance form for the beneficiary. 6. Submit the request to the General Administration of Human Resources with all attachments. 		<ol style="list-style-type: none"> 1. The direct head receives the request. 2. Submit the beneficiary's application to the General Administration of Human Resources. 3. Receive the Medical Board appointment for review. 4. Receive a work validity report from the General Administration of Human Resources explaining the beneficiary's inability to work. 5. Receive a copy of the administrative letter from the General Administration of Human Resources, which proves the beneficiary's inability to work, and deliver a copy of it to the beneficiary.

			<ol style="list-style-type: none">6. Submit the forms to the beneficiary for completion.7. Review all data and documents.8. Submit an electronic clearance form for the beneficiary.9. Submit the request to the General Administration of Human Resources.
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Service	Termination of Service for Employees Under Wage (A, B, C, D)			
	(1) Retirement for reaching full retirement age	(2) Resignation	(3) Early Retirement	(4) Retirement due to Health Disability
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Prepare t administrative letter to be proved by the authorized person. 2. Submit the application to the beneficiary`s employer, including all attachments, to finalize the transaction. 3. Receive the application from the beneficiary`s employer after fulfilling all required documents 4. Verify all data and information in the forms and match with the attached documents. 5. Retrieve the university to finalize the termination of service procedures. 6. Finalize the end of service procedures .. 7. Prepare a letter to be signed by the General Administration of Human Resources head, directed to the Civil Affairs to adjust the profession is prepared. 8. All financial dues are paid following the resolution. 9. Cessation of salary disbursement as of the date of the vacancy of the position. 			<ol style="list-style-type: none"> 1. A letter is submitted to the General Medical Board in Jeddah to examine the employee and indicate the level of her disability. 2. The administrative decision is prepared based on the percentage of the health disability to be approved by the authorized person. 3. Submit an application to the beneficiary`s employer to complete the transaction. 4. Received the application from the beneficiary`s employer after fulfilling all the attachments. 5. Verify all data and information in the forms and matched with the attached documents. 6. Retrieve the university card to complete the Termination of Service procedures. 7. Finalize the termination of service procedures. 8. Prepare a letter to be signed by the General Administration of Human Resources head directed to the Civil Affairs to adjust the profession is prepared.
Forms and Documents	<ol style="list-style-type: none"> 1. Electronic clearance from the university. 2. Electronic clearance from (Agricultural Development Fund- Real-estate Development Fund- Social Development Bank). 3. A copy of the national ID card. 4. A copy of the secondment or assignment decisions, if any. 5. A copy of the deduction decisions and penalties imposed on the beneficiary, if any. 6. A copy of the exceptional leave and extension decisions, if he enjoyed them. 7. One personal photo (4 * 6) 8. Employee card request. 			
Notes	None			

Service	Termination of Service for Employees Under Wage
	(5) Death
Procedures Required by the Legitimate Representative	<ol style="list-style-type: none"> 1. Submit a copy of the death report certificate to the General Administration of Human Resources or to the entity affiliated with the beneficiary (the deceased). 2. Finalize the clearance procedures. 3. Visit the Financial Department to receive all the financial dues following the resolution. 4. Visit the Social Insurance after the issuance of the administrative letter.
Procedures of the Entity in which the beneficiary is affiliated with	<ol style="list-style-type: none"> 1. Submit a request to the General Department of Human Resources attached to it a copy of the death certificate. 2. Receiving a copy of the decision from the General Administration of Human Resources. 3. Clearance of the beneficiary party. 4. Inform the legal representative to visit the General Administration of Human Resources to complete the procedures for service termination.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receive the request from the beneficiary (deceased) employer with all attachments to complete the required documents. 2. Finalize the end of service procedures. 3. Send a copy of the end of service letter to the beneficiary (the deceased) affiliated legitimate representative 4. Disbursement of all financial dues as stated in the resolution. 5. Cessation of salary disbursements as of the date of the vacancy of the position.
Forms and Documents	<ul style="list-style-type: none"> • Electronic clearance. • Electronic clearance from (Agricultural Development Fund- Real-estate Development Fund- Social Development Bank). • A copy of the national ID card. • A copy of the death certificate. • A copy of the secondment or assignment decisions, if any. • A copy of the deduction decisions and penalties imposed on the beneficiary, if any. • A copy of the exceptional leave and extension decisions, if he enjoyed them.
Notes	The forms must be filled out, and all the documents required by the legal agent brought and filled out at the General Administration of Human Resources.

Service	Clearance
Service Definition	Clear the beneficiary from liability and hand over the administrative and financial covenant in his possession for one of the following reasons (health disability, death, retirement, a shift of services, termination of service, reaching the full retirement age, 60 years... etc.)
Procedures Required by the Beneficiary	<ol style="list-style-type: none"> 1. Fill out the required forms in person. 2. Attach the required documents. 3. Submit the university card. 4. Checking with the Salaries Department to ensure there is no financial obligations. 5. Submit a clearance application to the direct supervisor.
Procedures of the Employer of the Beneficiary	<ol style="list-style-type: none"> 1. Verify the office and financial covenant of the beneficiary in the entity. 2. Receive the clearance application from the beneficiary. 3. Follow-up with the authorities to release the beneficiary. 4. Delivering the original electronic clearance form to the beneficiary.
Procedures of the General Administration of Human Resources	<ol style="list-style-type: none"> 1. Receiving the original university card from the beneficiary and releasing him. 2. Ensuring that there are no financial obligations on the beneficiary and releasing him. 3. Approve the electronic clearance.
Forms and Documents	<ol style="list-style-type: none"> 1. The original copy of the university card.
Notes	The beneficiary is not released prior to the issuance of the administrative decision.

Human Resources Planning Administration



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Service	Promotions
Definition	Transferring the employee from his/her current position to another job at a higher organizational level within the ranks of The General Employee's Salary Scale , where the occupant bears more significant duties and responsibilities and enjoys the related material or moral benefits.
Procedures Required Of The Beneficiary	<ol style="list-style-type: none"> 1. To log into the MASAR platform through the link: (http://masar.sa/Portal/ Account/Login) 2. Log in through the “Unified National Login Port.” 3. Log in using the user Abshir's ID and Password. 4. Type the visual symbol, then press on “Login.” 5. Apply for the vacancies and update information. 6. In the Main Panel - Select “Define Job preferences” from the list. 7. Select the required function by clicking on the “Checkbox.” <ol style="list-style-type: none"> a. If approved, click “Submit.” b. In the case of modification to the selected jobs, click on “Amendment.” 8. The system saves the application form until the advertisement period ends.
Human Resources Planning Department (Employee in charge)	<p>The Duties of The Concerned Employee in The Organization:</p> <p>First: The standards and weights management stage.</p> <ol style="list-style-type: none"> 1. Log in to the MASAR platform. 2. Log in to the main panel, selecting the Promotions icon, click on the “Manage Standards and Weights” Icon, then “Create a new form.” 3. The weight of the job performance evaluation will appear automatically (30%). 4. Click on the selection box for each criterion to be determined and to set the weights for the criteria that were previously selected per the Ministry of Human Resources and Social Development so that the weight of the criteria does not exceed (100%). 5. Select the weighted elements and click on” Save” and then “submit.” 6. In case the postponement of the completion of the weights and standards form is desired, click on the “Submit” icon, the following message appears, “Do you want to save the form?” Click on “Save for another time,” and in the event that you cancel the creation of the form, click on “cancel the form.” 7. The application is sent for accreditation from the Ministry of Human Resources and Social Development. <p>Second: The phase of filling Jobs by Differentiation process.</p> <ol style="list-style-type: none"> 1. By clicking on the main panel - Promotions - the system displays a drop-down list with a group of tasks. 2. Click on “Job Differentiation” The Tenth rank and below. 3. Determine the job rank, then click on the search icon, then all vacancies at the entity are displayed. 4. Select the desired jobs for the differentiation process, then press on the “show” icon, the job advertisement

	<p>page is displayed.</p> <p>5. On the job advertisement page, specify the starting and final date of the advertisement, and then save and send.</p> <p>The Role of the Authorized person: The person in charge receives and approves the application.</p> <p><u>Third: The Stage of Preparing Promotions Records.</u></p> <ol style="list-style-type: none"> 1. Log in to the main panel of the system - promotions - preparing records. 2. Select the required advertisement and click on Review; a list of jobs will appear. 3- By clicking on “Browse Job,” the system displays a list of job applicants.
<p>Human Resources Planning Department (employee in charge -</p>	<p>-The evaluation of the employees on the system is as follows:</p> <p>There are two methods:</p> <p><u>The first method:</u> √The employee is identified then their data is displayed on the system. √ Choose” Performance Evaluation” from the drop-down list and fill in the weight of each criterion, then press OK, then save and move in the same way to evaluate another employee.</p> <p><u>The Second Method:</u> The evaluation of all nominated employees is uploaded via an EXCEL file that can be downloaded from the MASAR system. The table is divided into the criteria previously selected by the entity, then filled with the grades obtained by each employee, and each employee’s score is out of (100) for each criterion.</p> <p>On completion of the evaluation of all employees, the following is done:</p> <ol style="list-style-type: none"> 1. Return to the announcement details page, then click on “Preparing The Record”, a warning message appears from the system, “You cannot amend the candidates’ evaluation after moving to prepare the record. Do you want to continue?” Press- Continue - the system starts calculating the differentiation points for all applicants. 2. Prepare the promotion report and nominate the employees who were promoted. <p>When the record is approved, the promotion is directly activated. The employees are notified by text messages and e-mails.</p>
<p>Forms and</p>	<p>The online promotion form on the MASAR platform.</p>

Documents	
Notes	<ul style="list-style-type: none"> • The beneficiary must update his/her information in a sufficient prior time on the MASAR platform. • Submission of the certificates of training courses approved by the employer to be audited and approved by specialists in the General Administration of Human Resources. <p>The system does the following:</p> <ul style="list-style-type: none"> • Displays the jobs the user can apply for. • Displays the list of jobs that have been selected by the employee. • Preserve the application until the advertisement period ends. <p>This service is based on the following articles of the Executive Regulations for Human Resources in the Civil Service (47, 48, 49, 50, 51, 53, 54, 55, 56) Pages (27/26/25/24).</p>

Service	Recruitment
Definition	Filling vacant administrative positions at the university by searching for qualified individuals, then selecting and appointing the most qualified ones among them.
The Procedures required of the Beneficiary	<ol style="list-style-type: none"> 1- Constant follow-up to announced job competitions on the university's website and local newspapers (Al-Madina - Al-Watan ..., etc.). 2- Commitment to the period specified in the announcement. 3- Take into account the job requirements. 4- Attend the vacancy test at the place and time specified in the announcement. 5- Conduct the in-person interview in the event of passing the written job test and fill out the required form. 6- Visit the Human Resources Planning Department to fill out the forms and submit the documents. 7-Conduct a medical examination at the university medical centre or a government hospital.
Procedures of The Entity	<ol style="list-style-type: none"> 1 - Forming a job competition committee that includes a member from the Human Resources Planning Department and submit the list for approval to the University Vice President for Female Student Affairs. 2) Preparing the advertisement and specifying the required documents and the date and place of their submission. 3 Sorting out the files and setting a date for the written test. 4) Conducting in-person interviews for those who pass the written test and filling out the required form. 5- Submit a record with the candidates' names according to priority, clarifying the nomination to the Human Resources Planning Department.
Procedures of the Human Resources Planning Department	<ol style="list-style-type: none"> 1. Supervising all job competition procedures through the committee approved by the University Vice President for Female Student Affairs. 2. The human resources planning department audits the candidates' forms and follows up with them. 3. Matching the original documents with copies and approving them. 4. Submit the application forms along with the attachments to the Human Resources Planning Department.
Forms and Documents	<ul style="list-style-type: none"> • An assessment of the interview report. • Employment application (for employees and administrates (101.a). • An employment application form for employees appointed on the wages system. • Information about previous services. • Beneficiary information. • A Written Joining Form.

	<ul style="list-style-type: none"> • A form recording the subscriber’s transactions from the General Organization for Social Insurance (only for those appointed on the wages system). • Medical examination. • National ID (original and copy). • The originals and copies of the academic qualifications.
Notes	<ul style="list-style-type: none"> • The inclusion of advertisement jobs is as follows: (public jobs - health jobs - wages item - employees - direct employment item). • This service is based on the following materials: Executive Regulations for Human Resources in the Civil Service (26, 27). • The statutory reference to organizational frameworks for the Human Resources Executive Regulations Article (32) and articles (first, second, third, fourth, and fifth) page. • Article (109) (first, second, and third).

Service	Employment	
Definition	Enabling the beneficiary to perform his/her job duties efficiently to achieve the goals of the organization.	
Required Procedures Of beneficiary	To visit the Human Resources Planning Department to fill out the forms, present the required documents, and receive a copy of the appointment letter.	
Procedures of the Entity	<ol style="list-style-type: none"> 1. Receive a copy of the appointment issued by the Human Resources Planning Department. 2. Directing the beneficiary to the General Administration of Human Resources – “Operations Department” to complete the appointment procedures. 3. Completing the beneficiary’s electronic procedures by applying the “user number and password” to the Digital Transformation and Information Technology Centre. 4. Emphasizing the beneficiary’s necessity of submit a hard copy of the Joining Form, then auditing and approving it from the beneficiary direct head. 	
Procedures of The Human resources Planning Department	<ol style="list-style-type: none"> 1. Handing over a copy of the appointment letter to the beneficiary. 2. Reviewing and check the completed forms. 3. Receipt of the required documents. 4. Create a file for the recently appointed beneficiary. 5. Submit a transaction with attachments to the General Administration of Human Resources – male section. 6. Handing over to the beneficiary an employee card. 	
Forms And Documents	<ul style="list-style-type: none"> • Curriculum Vitae. • Approval of the “assignment allowance.” • Employee card. • One (1) passport photo (4 × 6) for males only. • Salary transfer form, issued by a bank. 	<ul style="list-style-type: none"> • The Updated CV. • Copy of the academic qualification. • A copy of the national ID. • Copies of previous experiences and training courses, if any. <p>More about this source text</p>
Notes	<ul style="list-style-type: none"> • Submission of electronic joining form within (15) days from the appointment letter’s date so that the employment is not revoked. <p>This service is based on the following articles from the Executive Regulations for Human Resources in the Civil Service (28, 29 ,30 , 31 , 32, 33, 34 , 35 , 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46,) pages (24 - 23 - 2 - 22 - 21 - 20)</p>	

Service	Service Shift	
	To The University	From The University
Definition	Shifting the beneficiary's services To or From the university, either by his/her job or exchanging with a beneficiary from an external entity of identical rank and job title.	
Procedures of the entity To which the Beneficiary is Shifting	<ol style="list-style-type: none"> 1) Filling out the Shifting application form and attach the required documents. 2) Head to the destination to which he/she is shifting to conduct an in-person interview in case of the exchange. 3- Clearance from the entity he/she is shifting from , on the service shifting request's approval. 4) Submission of electronic Joining form to the entity to which they are shifting. 	<ol style="list-style-type: none"> 1. Fill out the Service Shifting application form and attach the required documents. 2. Submission of electronic clearance form to the party from which he/she is shifting. 3. Submission of Joining form to the entity to which he/she is shifting.
Procedures of The Entity From Which The Beneficiary is shifting	<ol style="list-style-type: none"> 1. Receipt of the Shifting application ensuring that all data are fulfilled. 2. Ensure the attachment of all required documents. 3. Inform the beneficiary of the date and place of the interview. 4. Submit the application after fulfilling all the shifting requirements to the HR Planning Department. 5. Issue the shifting letter from the General Administration of Human Resources. 	<ol style="list-style-type: none"> 1. Receipt of the application ensuring that all terms are met. 2. Ensure that all required documents are attached. 3. Submit the application after fulfilling all the shifting requirements to the Human Resource Planning Department. 4. Retrieve the university card from the beneficiary. 5. Check the date on which the beneficiary proceeds with the new entity to calculate his/her financial dues at the salaries and expenses section. 6. Issue the letter of determination of service.

Service	Secondment	
	To the University	From the University
Definition	The state in which the employee included in the Civil Service System works temporarily for government agencies, private sector institutions, non-profit foundations, foreign governments, regional or international bodies or organizations—for a limited extendable period, ranging from three months to a year.	
The Procedures Required of The Beneficiary	<ul style="list-style-type: none"> • Fill out the application and attach all the required documents. • Proceed with the entity to which the beneficiary is seconded on the approval of the submitted application. 	
Procedures of the Entity to which The Beneficiary is seconded.	<ul style="list-style-type: none"> • Receive a copy of the beneficiary’s secondment letter. • Issue a Joining Form to the beneficiary. • Submit a monthly report detailing the beneficiary’s attendance and departure, attach the required documents. • Submit an application for an extension in case the extension is desired. 	<ul style="list-style-type: none"> • The direct Head receives the beneficiary’s secondment application along with all the attachments. • Submission of the application by the direct Head to the Human Resources Planning department including all required documents. • Receive a copy of the secondment letter and hand the beneficiary a copy.
Procedures of the Human Resources Planning Department	<ul style="list-style-type: none"> • Receipt of the application after ensuring that all items are fulfilled. • Submit the application after fulfilling all the secondment requirements to the department of Human resource planning. • Conduct an in-person interview with the beneficiary. • Submit a letter to the Human Resources Planning Department after conducting the in-person interview. • Receipt of the secondment letter issued by the beneficiary’s original entity. • Directing the beneficiary to the secondment destination. 	<ul style="list-style-type: none"> • Receipt of the application, ensuring that it has completed all the items. • Ensure that all required documents are attached and checked. • Submit the application after fulfilling all the secondment requirements to the Human Resources Planning Department. • Receipt of the secondment letter issued by the Human Resources and Planning Department. • Send the secondment letter to the beneficiary.
Forms And Documents	<ul style="list-style-type: none"> • Secondment application form. • Written clearance Form. 	<ul style="list-style-type: none"> • Job performance evaluation form for the last two consecutive years.

	<ul style="list-style-type: none">• Application Form for Extension.• Letter of secondment request from beneficiaries with clarification.• Letter of approval from the entity to which the beneficiary is seconded.• A copy of the National ID.• A Copy of academic qualifications.	<ul style="list-style-type: none">• Leave Application Form.• Secondment Application Form.• A certificate of experience indicating the nature of the work, issued by the beneficiary's original entity.• Job performance evaluation for two consecutive years.• The Original medical report.
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