

- 6) A worker may not be subjected to disciplinary penalty for an act committed outside the workplace unless such act is related to the job, the employer or the manager in-charge. Nor may a worker be fined for a single violation an amount in excess of a five-day wage, and no more than one penalty shall be applied for the same violation. No more than a five-day wage shall be deducted from his wages in one month in payment of fines, or his suspension from work without pay may not exceed five days a month.
- 7) A disciplinary action may not be imposed on a worker except after notifying him in writing of the allegations, interrogating him, hearing his defense and recording the same in minutes to be kept in his file. The interrogation may be verbal in minor violations the penalty for which does not go beyond a warning or a deduction of a one-day salary. This shall be recorded in minutes.
- 8) The worker shall be notified in writing of the decision of imposing the penalty on him. If he refuses to receive the same or if he is absent, the notice shall be sent to the address shown in his file by registered mail. The worker may object to the decision of imposing the penalty upon him within fifteen days, excluding official holidays, from the date of notifying him of the final decision. The objection shall be filed with the Commission for the Settlement of Labor Disputes which shall be required to issue its decision within thirty days from the date of registering the objection.

Section 4.03 Absenteeism

- 1) The employee shall give reason for his absence and his absence will be deducted from his annual leave if his excuse is valid and accepted.

Section 4.04 Tardiness

- 1) Tardiness will be collected on a daily basis and will be considered one day deduction from leave of pay if it reaches 7 hours collectively

Article V. Vacations / Leaves

Section 5.01 Specific policies governing the college of dentistry

- 1) The Immediate Supervisor shall award the staff points for their work overtime, which will be translated to leave time as follows: (10 points each equivalent to one day).
- 2) A staff member who is needed by the college to be on duty during the holidays and vacation leave Hajj al-Fitr will be compensated as follows; (each equivalent to eight hours a day).
- 3) The employee shall be granted leave for participation in special events like university graduation and the determination of the duration of leave in a will be left for the discretion of the organizing committee.
- 4) The employee will be granted leave for the employees to participate in personal interviews and examinations for the students during the admissions periods as determined by the type of participation.

Section 5.02 Regular vacation time and extensions

- 1) Employee is entitled to a normal period of thirty-six (36) days for each year of service with full pay according to the latest salary.
- 2) The employee may receive her salary in advance if the duration of leave is one month and above.
- 3) This leave may be enjoyed all at once at a single time or at intervals of not less than five days of leave.
- 4) Vacations may not be extended more than once.

Section 5.03 National Holidays:

(a) Eid al-fitr and Eid Al-Adha

- 1) Al-Fitr holiday starts the beginning of the twenty-fifth day of the month of Ramadan and ending at the end of the fifth day of the month of Shawwal.
- 2) Eid al-Adha holiday starts the beginning on the fifth day of the month of Dhu al-Hijjah and ends at the end of the fifteenth day of the month.
- 3) If the Eid holiday begins on Sunday, then it shall start the weekend prior to that and if the end of a holiday of Eid is on Tuesday, then it shall extend to include weekend following.

(b) The National Day of the Kingdom

- 1) The National Day of the Kingdom corresponding to 23 September of the calendar year will be granted as an official leave.
- 2) If the National Day falls on a Friday, then the following Saturday shall be an official holiday.
- 3) If the National Day falls on a Thursday, then the preceding Wednesday shall be an official holiday.
- 4) If the National Day falls on a Tuesday and a Eid holiday begins on the following Thursday, then the holiday starts from the beginning of the National Day.

Section 5.04 Emergency Leave

- 1) An employee may after the approval of his immediate supervisor be absent with full pay for reasons of emergency for up to five days during one fiscal year.

Section 5.05 Sick leave and conditions that apply

- 1) An employee is entitled to sick leave in four years, not exceeding two years according to the following order: (six months full pay and six months on half salary, six months a quarter of salary and six months without salary) and calculated the beginning of four years from the date of the beginning of sick leave

- 2) If the employee is sick with a serious diseases that the specialized consultant has deemed serious, then the employee is entitled to sick leave within four years according to the following order: (a year with full pay and three months on half salary and three months salary and a quarter of six months without salary) and starts from the date identified his absence from work.
- 3) If it is determined that the employee has a serious disease while receiving sick leave, it shall be amended from the initial date according to leave deserved.
- 4) All sick leaves must have proof of sick leave with a medical report.
- 5) The employee's salary may be paid in advance during sick leave, provided that the leave is less than a month. If the patient dies during the leave, the workplace shall not reprocess what was paid.

Section 5.06 Companion leave:

(a) For accompanying a patient.

- 1) The employee may request a leave in cases in which a staff member is obliged to accompany one of his relatives for treatment or the mother wishes to accompany her child, who does not exceed seven years old, and if the time needed to accompany exceeds that deserved from Regular vacations, as determined by the medical reports, provided that:
 - The patient is one of the children of the employee, or his spouse or a dependent (a parent, brother or sister).
 - The patient is deemed required to have a companion, and the employee is a legal Muhram for a female treated abroad or in a city other than where she resides.

(b) For accompaniment during study or work abroad.

- 1) The employee is eligible for a leave to accompany his legal guardian as a companion.

Section 5.07 Study leave and conditions that apply

- 1) The employee may be granted study leave without pay if he holds a qualification at least complete high school or its equivalent provided:
 - a) *He has spent in service (three years) or at least evaluate his performance career*
 - b) *That the subject matter of his work-related in the study*
- 2) The workplace of the employee has a right to request reports on the employee's study progress. If the employee stops his study or his progress is hindered, then the workplace may stop the study and request his return.
- 3) If the employee has circumstances that call for cutting his study leave, he may return to work, subject to approval by his work.
- 4) If the employee does not achieve the purpose for which the leave was granted, then the study leave will not be counted for purposes of appointment or promotion.

Section 5.08 Maternity or child care leave and conditions that apply

- 1) The female employee deserves a maternity with full pay for 60 days. If the employee wishes to take a leave for childcare, then she is allowed to apply for a leave for a period or several periods for a maximum of three years for all her term of service, with a quarter salary pay after the delivery of her child, provided that she will not receive less than 1500 sr according to the following conditions:
 - a) *This leave must be applied for within the first three years of the child's age.*
 - b) *The administration may delay this leave for a period not exceeding 60 days from the day of application if the workplace requires so, and the leave may be extended if the administration agrees within the time specified earlier.*

Section 5.09 Death of husband leave

- 1) The female employee is allowed a full paid vacation following death of her husband for the period of "Idda" (4 months and 10 days).
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