

Article (125):

The government entity must achieve a balance between ensuring the regularity of government work and the employee's needs through the fair and optimal use of vacations.

Article (126):

Leaves are classified as follows:

- A- Ordinary leave.
- B - Leave the academic examination.
- C- Study leave.
- D- Emergency leave.
- E - sick leave.
- F- Leave to accompany a patient.
- G- Exceptional leave.
- H- Death Leave.
- I- Delivery leave.
- J- Maternity leave.
- K- paternity leave.
- L- National Participation Leave



M - Compensation leave

Article (127):

The official holidays shall be as follows:

- A- The weekly holiday: on Friday and Saturday of every week.
- B- The National Day holiday: The (first) day of the Libra before the beginning of the solar Hijri year, corresponding to the 23rd of September of the Gregorian year. This does not compensate the employee for the National Day holiday if it coincides with another official holiday.
- C- Holidays: the Eid al-Fitr holiday starting from today) the twenty-fifth (of the month of Ramadan and ends with the end of the day) the fifth (of the month of Shawwal, holiday Eid al-Adha holiday and the start of the day) V (of the month of Dhu al-Hijjah and ends with the end of the day) the fifteenth (of The month itself. If one working day falls between two official holidays, this day shall be an official holiday.

Article (128):

If the working day coincides with two official holidays, this day shall be official leave.

Article (129):



Whoever is assigned to work during official holidays may be compensated with a vacation instead of an overtime bonus, according to the following controls:

A- The compensation is at the rate of one working day for one day off, except for the day of Eid and the two days after it, where the compensation is based on the day by two days.

B - The assigned employee shall enjoy the compensation leave within one year from the date of the assignment end, and the enjoyment of this leave does not affect what he is entitled to in the ordinary leaves.

C - Inform the employee assigned to do so.

Article (130):

The employee is entitled to an ordinary leave of (thirty-six) days for each year of his service, with a full salary according to the last salary he received.

Article (131):

- a- The employee must enjoy his regular leave within a period not exceeding (three) years from the end of the year of its entitlement, and he may - after the approval of the governmental authority to which he belongs- to take a fourth-year vacation, and after the approval of the government authority to which he belongs, he is required to take a fourth-year



vacation. His right to it or what is left of it has forfeited if he did not submit an application to enjoy it.

- b- The employee has the right to enjoy all or part of his regular leave at the beginning of the year of entitlement for one or two periods not less than 5 days. Less period not more than 10 days per year may be excepted.
- c- The entity to which the employee is affiliated must - when he submits an application to enjoy regular leave- enable him to enjoy it, and the entity may - for work requirements - postpone the start of the regular leave (the non-entitlement to enjoy regular leave).
- d- It is permissible - at the employee's request - to extend the ordinary leave while enjoying it as of the date of its expiry if the employee has a balance of ordinary leave.

Article (132):

Without prejudice to what is stated in Article No. (131) of the Regulations, the employee may request to enjoy his balance of the regular leave due to him, provided that it does not exceed (one hundred) for a female employee, during the period of his service, for a period of eight days. Calculated for the purpose of retirement (twenty-five) years or more, or aged (fifty) years or more, enjoy his balance of the ordinary leave due to him, not exceeding (four hundred and forty days) during the forty-four years.



Article (133):

- a- The employee shall be compensated for his balance from the regular leave days due to him according to the last basic salary he received according to the following:
- 1- If his service is terminated due to death or health disability, he shall be compensated for the entire balance.
 - 2- If his service is terminated for any other reason, he shall be compensated with no more than (seventy-two) days from the balance.
- b- Without prejudice to what is stated in paragraph (a) of this article, the employee is entitled to a compensation of no more than (one hundred and eighty) days out of the full balance of the regular vacations due to his ministers (March 3/August 7/14) . In all cases, the total compensation - with the exception of the two cases stipulated in Paragraph (a / 1)) of this Article - should not exceed (one hundred and eighty) days of the full compensation.

Article (134):

If the employee is sentenced to a prison that does not require dismissal, the period he spends in prison shall calculate, based on his desire, all or some of his regular or exceptional leave due to him.



Article (135):

The following periods are not included in the calculation of the regular leave balance:

A- The period of unpaid leave.

B - The period of holding the hand and the like in the event of conviction.

C- The duration of the study leave.

D- The period of secondment to non-governmental entities.

E- The period of absence of the employee without a legal document.

F- The period that the employee spends in prison in accordance with the provision of Article No. (134) of the regulation, and does not include the period deducted from his regular vacation if it is calculated from it based on his desire to spend the period of imprisonment.

G- The duration of the scholarship to study abroad or the delegation to study at home.

Article (136)

a) The summer vacation for education workers is considered a regular vacation as stipulated in the regulations, and the competent minister may assign three



days to those who work in the field of education to carry out tasks related to his work.

B - The competent minister may allow education workers to be absent from work on the days specified for leave between the two semesters, with the exception of those whom he deems to continue working.

C - The Ministry of Education determines the categories of jobs whose occupants are considered working in the field of education and the duration of their leave, in coordination with the Ministry of Civil Service.

Article (137)

The employee has the right to leave the performance of the exam school full pay provided that it provides proof of performance of the test, to determine the duration of the leave actual days of exams, worth an employee leave one working day before the day of the exam, and if the exam school outside the Kingdom shall be entitled to three days before the exam.

Article (138)

The employee may be granted study leave without pay if he holds scientifically qualified at least completed high school or its equivalent in accordance with



the following conditions: (a) have been spent in three years of service and not less than evaluating job performance appreciation) very good (or equivalent .

b- That the subject of his study is related to work in the governmental authority in which he works.

Article (139):

The employee may interrupt his study leave and return to his work

Article (140):

An employee who does not have a balance of ordinary leave after the approval of his boss may be absent with full salary for compelling reasons for a maximum period of five days during one fiscal year.

Article (141):

A- The employee is entitled to a sick leave not exceeding two years in a period of four years of service, according to the following arrangement: 1- Six months with full salary.

2- Six months at half salary

3 years with a quarter of the salary.

The beginning of the four years is calculated from the date of the beginning of the sick leave.



b- The employee is entitled to a sick leave not exceeding two years in a period of four years of service if he suffers from one of the serious diseases determined by the medical authority that handles his treatment, and the two dates on which are specified are:

1 year with full salary.

2- Six months at half salary.

3- Six months at a quarter of the salary.

c) If it was determined that the employee had a serious illness while taking the sick leave in accordance with paragraph (a) of this article, it shall be amended from the date of its inception according to the leave accrued and in accordance with the provisions of paragraph (c) and in the paragraphs of the paragraph (a) of this article. And (c) of this article, proof of sick leave is based on a medical report in accordance with the regulatory framework.

D worth an employee who is exposed injury or illness prevents him from performing his work temporarily and be injury or illness due to the performance of work, sick leave not exceeding one year and a half full pay, and is determined by the medical report in accordance with the regulatory framework, if not discharged employee from his injury If he has not recovered from his illness after the expiry of the aforementioned period, his matter shall be presented to the General Medical Authority to decide whether he is unable to work or extend his leave for a period or periods not exceeding half the condition. e - If the employee is not able to resume his work after the end of



his specified sick leave, he informs the General Medical Authority to determine his health status, in any of the previous paragraphs,

H- The period of training at home or abroad that is not less than one year.

In the case of general medical staff did not decide the health work disability shall be the employee has the right balance is depleted from the ordinary or special leave, but if the general medical staff approved health incapacity or exhausted his tally of ordinary or special leave, health services for disability.

Accordingly, the government agency makes the necessary arrangements for the sick employee by granting him regular or exceptional leaves - in accordance with the specific controls for those leaves - if there is hope for him, or he will serve him.

The injured employee with kidney failure or any of the diseases that require periodic dentin sessions is determined by the health authorities concerned paid leave full for the days when the washing procedure is a blood purification or attend regular therapy sessions, no more than) sixty (days per year and that According to a report from the medical authority that is treating him, this leave is not counted within the sick leave referred to in paragraphs (a) and (b) of this article.

g- The medical visits made by the employee to the medical authorities are included in the sick leave specified in Paragraph (a) of this article, according to a report from the medical authority that is treating it.



h- The period of admission or medical observation inside the hospitals is counted as part of the sick leave.

Article (142):

A- If the General Medical Authority decides the necessity of treating the injured employee due to work, he will be given a secondment allowance. As for outside the Kingdom, it determines the period necessary for his treatment, and the medical expenses of the employee are paid for his accrued expenses for a period of time. General medical care and for a similar period only.

B- If the public medical authority deems the necessity of having facilities for the patient, or if the facilities are legally forbidden for the patient, then travel expenses and accommodation expenses shall be paid to the facilities to the extent of the assignment allowance for the secondment staff, if the treatment is ranked sixth.

The provision of this article applies to the sick employee whom the General Medical Authority decides the necessity of treating him in a country other than where he resides at home and the necessity of having escorts for him, and according to the amount of money spent on it.

Article (143)



Sick leave salary is paid in advance, provided that the sick leave period is not less than one month.

Article (144)

Sick leave is calculated from the date of interruption, unless the competent medical authority decides otherwise.

Article (145)

A- The doctors' specialization in the extent of the need for sick leaves not exceeding (thirty) days is determined by the Ministry of Health.

b- The consideration of approving the period of more than (thirty) days shall be by:

- 1- The General Medical Authority at the Ministry of Health
- 2- King Faisal Specialist Hospital for employees who receive treatment there.
- 3- Military medical committees for employees of the military sectors.

Article (146):

The employee may request to enjoy his regular leave during or after his sick leave.



Article (147):

In cases where the employee is forced to accompany one of his relatives to treat, or pain if you want to accompany her child that year does not exceed old) twelve (mark on the child's facilities and his mother allows each of them to enjoy Brshehadh regular holidays, if the increased time needed to accompany what He is entitled to from the ordinary leaves, so he is allowed to be absent and treated for the extra period in accordance with Paragraph (a) of Article (one hundred and forty-one) of the Regulations, as determined by the medical reports and medical reports:

A- The patient should be the employee's wife, the employee's husband, or one of his relatives up to the third degree, and the competent minister may exempt from this condition in cases where the employee's relative is compelled to enlist him.

B The general medical body in relation to the handling abroad or director of the hospital and one of his doctors who treated at home was decided that there should be facilities for the patient and the periods prescribed for fonder c or an employee taboo legitimate for a patient treated abroad or in the country in which you reside at home .

Article (148)



By a decision of the competent minister, an employee may be granted for reasons acceptable to the government authority, an exceptional leave of no more than two years within (five) years, whether for a continuous period or for miscellaneous periods.

Article (149)

Deserves the Saudi employee who wishes to accompany her husband or headed legally abroad exceptional leave the decision of the government body followed by as much as a period of accompaniment and up to a maximum) ten (continuous years or separate throughout functional service, and treats a pair revived to study abroad or a male relative Legitimate employees, if they are covered by the civil service system, according to that.

Article (150)

A- The employee is entitled to a leave of (five) days with full pay in the event of the death of his wife or one of his relatives up to the third degree. Including and not compensated by the employee.

Article (151)

The female employee is entitled to maternity leave with full pay for a period of (seventy) days, distributed as she likes, starting with a maximum of twenty-eight days before the weighted, weighted, and medically based date.



Article (152)

A. If you want the employee in full-time to care for her baby may get her period or leave periods of maternity duration) That (years maximum throughout the career service a quarter of the salary after the end of the maternity leave contained in the article) 151) from the list, that does not say what distracted her For (one thousand five hundred) riyals per month, according to the following controls: 1- The granting of this leave to the female employee should be within the first three years of the child's life. the interest of work, it may be extended leave subject to the approval of the government entity within its limit referred to above. b If desired employee incubator to ensure an orphan child on leave for his care may have access to maternity leave contained in paragraph (a) of this Article, according to the controls .

Article (153)

The employee is entitled to leave for a period of (three) days with full pay in the event the birth of a child within a week of the date of birth.

Article (154)

The Minister may be competent to grant the employee leave with full salary for national participation inside and outside the Kingdom at events or sports or cultural programs, social or other similar reasons not related to the work of the



government agency that employs the employee, and to share the work of relief and civil defense to be based on Request the relevant official bodies and according to the regulatory framework.

Article (155)

The competent minister may allow the employee, during official working hours, to be trained on how to deal with disability according to the following controls:

- 1 - That the employee does not have a balance of ordinary leaves, and if he has a balance of them, the period of his absence for training is calculated from this balance.
- 2- That the disabled person is one of the employee's children, one of his parents, or someone who is legally dependent.
- 3- The period of absence from work shall be limited to the period necessary for training as determined by the specialists in the training body according to a report on the condition of the disabled, approved by the rehabilitation specialist and certified by two or more days of training.
- 4- A certificate certified by the training authority that actually proves the employee's attendance during the training period and times.

Article (156)



The government entity may deduct the days of the employee's absence from work from his balance of regular vacations if the employee presents an excuse accepted by the authority.

Article (157):

In the event that the employee is absent from work due to a disaster that prevents him from reaching his workplace, the competent minister or his representative may consider the employee's absence with an excuse to be entitled to an overdue salary.

Article (158):

The balances of earned vacations according to the civil service system are limited to those covered by it, and when the employee is subject to the civil service system, no balances of earned vacations will be counted according to the above systems.

Article (159)

A- It is permissible to interrupt the employee's regular vacation and return to his work according to the following conditions:

- 1- The approval of the employer and the employee together to cut the leave.



2- That the employee has enjoyed at least (five) days of his leave.

b- Any of the holidays stipulated in this regulation may be interrupted by another leave if it is legally due, except for the following holidays and holidays: the two holidays, the weekly holiday, the National Day, the emergency, the study, and the exceptional.

Article (160)

If the holidays and the National Day holiday fall during the employee's normal leave, then their period shall be counted within the period of his ordinary leave.

