



Arabian Institute For Training

The Saudi Labour Law

INTRODUCTION

- New Implementing Regulations introduced by Saudi Arabian Ministry of Labour in April 2016, and became enforceable upon their publication in the Official Gazette, supersede the implementing regulations issued in 2007 and 2011. The provisions of New Implementing Regulations introduce valuable clarifications to the Labour Law.
- This training course addresses the current trends and will provide the participants with a solid knowledge of the Saudi Labour Law, as well as new rules and a more elaborate framework governing labour relations.

Participants on the Saudi Labour Law training course will develop the following competencies:

- Awareness of their staff rights and their organization's rights
 - Apply the newly introduced amendments in the Saudi Labour Law
 - Use of different methods in the process for local Recruitment of Citizens and Recruitment from Abroad
 - Apply Employment contract process such as entering into a work contract, ending the work contract, work contract termination and probation period
 - Know the Time of Payment of Wages and Wages Deductions and Percentage of Deduction including the Working Hours & Overtime Hours
 - Apply the Rules and Conditions of Training and Qualification Obligatory to the Employer and for the Employer's Workers
 - Know the award and end of service benefits calculation
 - Deal with Annual Vacation, Holidays and Official Leaves, Personal Leaves, Leave for Exams and Sick Leave
-

PROGRAMME OBJECTIVES

- The new amendments to the Saudi Arabian Labour laws leads to the reforms as the Saudi Ministry of Labour's on-going efforts to make the necessary balance between the creation of a dynamic marketplace for foreign businesses and protection and development of the local workforce. This training course aims to help the participants to:
- Gain an overview of KSA's Labour law provisions
- Understand the Labour and immigration framework in KSA
- Be aware of the Special Rights for Workers especially the Employment of Working Women and the Female Work Field such as Female Work at Night and Providing Suitable Environment for Female Workers
- Know how to implement the rules of Maternity Leave, Medical Care for Pregnancy and Birth and Maternity Leave
- Protect against Occupational Hazards such as Work Injuries, Medical Services
- How to know the details of the Settlement of Labour Disputes and conflicts
- Manage and fulfil the requirements to hire KSA nationals
- Learn the process for effecting lawful termination of employment
- Know how apply the newly introduced amendments of the Saudi Labour Law
- The NEW amendments of the Saudi Labour Law include:
- Probationary periods – Relocation – Notice periods – Leave – Compensation
- Unauthorized leave – Renewability – References and sanctions
- Maternity leave and Marriage, bereavement leave and Paternity leave
- Training requirements
- Working hours – Company policies and employment contracts
- Work injuries – Enforcement

WHO SHOULD ATTEND?

- Administrative Personnel
- HR / Recruitment Team
- Public Relations Officers
- Immigration / Labour Relations Personnel
- Compensation / Benefits Team
- In-house Lawyers
- It is also beneficial to company secretaries and legal heads who have had minimal formal training in Labour law and wish to consolidate their experience in Saudi Labour Law.

TRAINING METHODOLOGY

- This Saudi Labour Law training course will combine presentations with interactive practical exercises, supported by video materials, activities and case studies. Delegates will learn by active participation through inspiring presentation tools and interactive techniques presented in a lively, enthusiastic and interesting style with open discussion forums, as related to their own organisation's operational activities.
 - The course is designed to maximize delegate participation. This gives participants the opportunity to discuss with other delegates and with the presenter their specific problems and appropriate solutions.
-

PROGRAMME SUMMARY

- This training course is designed specifically to help those who are responsible for the Saudi Labour Law implementation in the government and private Saudi sector. In addition, this program will help the employees to know their rights and duties too.
- With multiple short case studies, exercises and facilitated discussions of real life experiences, this course aims to share a wealth of practical tools and methodologies in how to apply the Saudi Labour Law policy and to recognise the new Saudi rules in order to avoid any discrepancy of the Law implementation among their organisation.

PROGRAM OUTLINE

General Rights for Workers

- Employment Contract
- Private Offices for Recruitment of Citizens
- Private Offices for Recruitment from Abroad
- Employment of Non-Saudis
- Entering into a Work Contract
- Ending the Work Contract
- Work Contract Termination
- Leaving Work without Notice
- Probation Period

Wages

- Time of Payment of Wages
- Deduction or Delay without Cause
- Wages Deductions and Percentage of Deduction

Working Hours

- Actual Working Hours
- Overtime Hours

Training and Qualification

- Rules and Conditions of Training and Qualification
 - Rules and Conditions of Training & Qualification Obligatory to the Employer
 - Training and Qualification of the Employer's Workers
 - Qualification and Training Contract of Workers other than the Employer's
-

Duties and Disciplinary Rules

- Employers' Duties
- Worker's Duties
- Disciplinary Rules

End of Service Award

- Amount and Conditions of the Award
- End of service benefits calculation

Vacations

- Annual Vacation
- Holidays and Official Leaves
- Personal Leaves
- Leave for Exams
- Sick Leave

Labour Authorities

- Settlement of Labour Disputes

Special Rights for Workers: Employment of Working Women

- General Conditions
- Female Work Field
- Female Work at Night
- Providing Suitable Environment for Female Workers
- Maternity Leave
- Medical Care for Pregnancy, Birth and Maternity Leave
- Female Workers Guide
- Employment Channels
- Contractual Relationship between a Female Worker and Entity

Protection

- Protection against Occupational Hazards
 - Protection against Major Industrial Accidents
 - Work Injuries
 - Medical and Social Services
 - Part-Time Work
 - Employment of Women
 - Employment of Minors
 - Marine Work Contract
 - Working in Mines and Quarries
-



Arabian Institute For Training