



Human Resources and
Social Development

Financial Rights and Benefits Regulations

In the Name of Allah, the Most Merciful, the Most Compassionate

Financial Rights and Benefits Regulations

- These Regulations have been approved by clause (First) of the Royal Order No. (A/28), dated 20/03/1432 H. (23/02/2011 G.).
- These Regulations have been issued, numbered and ordered based on clause (Second) of the Royal Order No. (A/28), dated 20/03/1432 H. (23/02/2011 G.).
- These Regulations have been enforced as of the date of issuing the Honorable Order on 20/03/1432 H. (23/02/2011 G.).

Ministerial Decree No. (2746/700), dated 07/04/1432 H. (12/03/2011 G.)

The Minister of Civil Service,

Based on the Royal Order No. (A/28), dated 20/03/1432 H. (23/02/2011 G.), issued for approving the (Financial Rights and Benefits Regulations) which include a number of financial benefits and make some amendments to the applicable rules in the implementing regulations of the Civil Service Law;

Whereas, in the (Second) paragraph thereof, the Royal Order states:

The Ministry of Civil Service shall include the unamended articles, the amended articles, and the provisions added either by the Council of Ministers' decrees, the Civil Service Council's resolutions or Royal orders, in the aforesaid Regulations. Besides, the articles shall be renumbered and reordered as related to each other.

Whereas the Royal Order has been executed by preparing, numbering and ordering the articles of these Regulations according to the attached wording, we decree that:

First: The attached wording, with the renumbered and reordered articles of (Financial Rights and Benefits Regulations) shall be approved; and

Second: The competent department in the Ministry shall finalize the required actions for printing and circulating such Regulations to ministries and government authorities.

Minister of Civil Service

Muhammed bin Ali Alfayez

- The Regulations have been circulated by the Circular No. (2858/700), dated 10/04/1432 H. (15/03/2011 G.).

Council of Ministers' Decree No. (97), dated 05/02/1442 H. (22/09/2020 G.)

The Council of Ministers,

Having reviewed the Letter No. (5975), dated 03/02/1442 H. (20/09/2020 G.), concerning the finalization of legal actions required for the provisions of the Royal Order No. (A/455), dated 01/07/1441 H. (25/02/2020 G.), with respect to joining the (Ministry of Civil Service) to the (Ministry of Labor and Social Development), and amending its name to be the (Ministry of Human Resources and Social Development);

Having reviewed the Royal Order No. (A/455), dated 01/07/1441 H. (25/02/2020 G.);

Having reviewed the two memoranda No. (783), dated 02/10/1441 H. (25/05/2020 G.) and No. (186), dated 04/02/1442 H. (21/09/2020 G.), prepared by Bureau of Experts in the Council of Ministers;

Having prepared the Record No. (M/42-33), dated 03/02/1442 H. (20/09/2020 G.), prepared in the Council Economic and Development Affairs;

Having reviewed the Recommendation No. (796), dated 04/02/1442 H. (21/09/2020 G.);

The Council of Ministers decrees that:

Third: The expression (the Ministry of Human Resources and Social Development) shall replace the expression (the Minister of Civil Service) and the expression (the Ministry of Labor and Social Development). Besides, the expression (the Minister of Human Resources and Social Development) shall replace the expression (the Minister of Civil Service) and the expression (the Minister of Labor and Social Development), wherever mentioned in the laws, regulations, Royal orders and decrees, and resolutions.

Prime Minister

First – Salaries and Rises

Article (1):

If an employee is promoted at the beginning of Muharram, such employee shall have the promotion rise applicable according to Article (18/B) of the Civil Service Law. In addition, an employee shall be granted the periodic rise based on the grade entitled in the rank promoted to, as if the promotion were gained before the beginning of Muharram (1) (2) (3).

Article (2):

A worker, who is appointed to a position subject to the Civil Service Law, shall be placed in a grade equivalent to or directly higher than the salary paid to such employee for the previous position, as the case may be. If such salary exceeds the latest grade in the position appointed thereto, the employee shall be granted a monthly remuneration equivalent to the difference. However, such remuneration shall be decreased as much as the salary rise received subsequently by the employee.

Article (3) (4) (5):

The rise stated for compensating the deficit stipulated in Article (18/B) of the Civil Service Law shall be granted by a decree issued by the competent (deputy) minister, including the workers promoted to the ranks (14) and (15), for the purpose of encouraging the good employee to give a good performance, provided that the following conditions shall be fulfilled:

- A. As for the employees promoted to ranks (11) and above, the following requirements shall be fulfilled for receiving the additional rise:
 - 1- The employee shall attain the grade "Excellent" in the performance assessment in the latest year before being granted the rise.
 - 2- The employee shall be promoted to the following rank immediately.
 - 3- Such rise shall not be given to the employees promoted with the exception of some promotion rules and requirements except if provided that such rise shall be given by the exceptional promotion decision
- B. As for the employees promoted to ranks (10) and below, the following requirements shall be fulfilled for receiving the rise (6):
 - 1- The employee shall attain the grade "Very Good", at least in the performance assessment for the latest year before being granted the rise.
 - 2- The promoted employee shall have been in service for a period not less than (four years) in the current rank.
 - 3- No deduction has been made from the employee's salary for being absent for (five) days and above. Besides, the employee has not been disciplinarily punished over the two years before the promotion.

Article (4):

An employee who is provisionally detained shall be suspended in the following cases(7):

- 1- If such employee is detained for committing a crime related to the public position.
- 2- If such employee is detained for committing a physical assault, a sexual assault or an assault on monies.
- 3- If such employee is detained for being accused by the executive authority of committing a breach of honor or trust.
- 4- If such employee is detained for political charge and the Minister of Interior requests to consider the employee to be suspended.

Article (5):

If the weekends come between two periods of unauthorized absence, for no acceptable reasons, the employee shall not be entitled to a salary for the period of absence, including the salary of such weekends.

Second – Allowances, Remunerations and Compensations

Article (6):

The cash allowance shall be disbursed to a delegate inside or outside the Kingdom, based on the below table:

Rank	Inside KSA	Outside the KSA			
		According to the Country Classification Table based on the diplomatic representation categories			
		Category (C)	Category (B)	Category (A)	High living standard (difficult)
14 – 15	800	1320	1440	1560	1680
12 – 13	700	1155	1260	1365	1470
9 – 10 – 11	600	990	1080	1170	1260
7 – 8	400	660	720	780	840
6	320	528	576	624	672
4 – 5	200	330	360	390	420
1 – 2 – 3	150	248	270	293	315

Employees of the 14th rank and 15th rank, upon travelling outside the Kingdom, shall be granted a transport allowance of SAR (300) for each day.

Article (7):

If the Government provide the employee with the accommodation and food, the allowance shall be reduced to the quarter. Besides, if the Government provide only accommodation, the allowance shall be reduced to the half. However, the allowance shall not be affected if spent by the employee on the means of transportation, nor shall the allowance be affected in case of providing tents and accommodation requirements. Besides, the allowance shall not be affected in case of providing accommodation and food by any nongovernmental authority, unless the costs are borne by the Government.

In addition, accommodation and food may not be provided abroad for delegated employees. However, in exceptional

No employee may be delegated to work outside the workplace if possible to have the assigned task carried out by an employee of the Ministry's branch or the independent entity in the country where the task shall be carried out (8).

Article (9):

Except for the urgent cases, at the competent minister's discretion, prior to issuing the delegation resolution, the mission, the period required for conducting the mission, the mission commencement, and the end of mission shall be determined. Besides, the period of delegation may be extended only after investigating the mission progress and the remainder part of the mission and verifying that the delegate has done his best to conduct the mission within the lapsed period. If the period of delegation exceeds two weeks in one time, a resolution thereon shall be issued by the competent minister (9).

Article (10):

If an employee is delegated to conduct an official mission in a ministry or an authority other than the employee's workplace, the beneficiary authority shall bear the employee's entitled allowances, rewards or remunerations, except for the salary and the transport allowance, unless otherwise is agreed upon.

Article (11):

If an employee is delegated to participate in a committee, the employee's authority shall bear the employee's entitled allowances, remunerations or rewards.

Article (12):

If an employee working abroad is delegated to conduct a mission outside the State where the employee's workplace is, such employee shall be treated as a delegate from inside the Kingdom to the country where the employee is sent to.

Article (13):

If an employee working abroad is delegated to conduct a mission inside the Kingdom or the State where the employee's workplace is, such employee shall be treated as a delegate inside the Kingdom.

Article (14):

Each employee delegated to work in an authority outside the employee's workplace, with other employees, shall contact his/her delegated colleagues through the competent department in order to make the arrangements for moving to the delegation office at the same time, if possible. So, they shall move only after the delegates, existing in one place, have hold initial meetings, as much as possible, for studying and being prepared for the mission undertaken by them in order to start the mission once they arrive in the destination country.

Article (15):

In the event of delegating a committee for conducting a joint mission inside the KSA, the relevant committee shall provide the employees with an appropriate means of transport in the country of delegation in order to transport

After the end of the delegation period, the delegated employee(s) shall submit an independent report stating the order and the period of delegation, the actions taken for executing the order, the date of commencement, and date of end, and the data that helps to know the work progress.

Article (17):

If established that an employee omits to conduct the task or takes time longer than the required time, such employee shall not be entitled to the delegation allowance and salary for the excessive period. Besides, such employee shall face a penalty.

Article (18):

An employee shall be given an advance on the delegation allowance account. Such advance shall not exceed the employee's entitlement for the period specified in the delegation resolution. In addition, the amount disbursed to the employee or the delegated worker from the country of delegation shall not be refunded in case of the employee's end of service, death or permanent disability whenever it occurs before the end of the period specified in the delegation resolution.

Article (19):

Employees who move outside their workplaces inside the Kingdom in certain seasons shall be treated as delegates. However, the allowance disbursed to them shall not be affected if they are assigned to conduct an official mission in their workplace or otherwise.

Article (20):

The calculation of an employee's delegation allowance shall be calculated at the time of leaving the workplace and shall end when the employee returns. No payments shall be made except for the days required for conducting the mission. Besides, the delegation allowance shall be calculated for the sick leave days provided that the employee shall notify their reference of the disease. In turn, the reference shall agree to calculate such period as a delegation period. However, such period shall not exceed twenty (20) days or the half of the delegation period, which is lesser.

Article (21):

The decided delegation allowance for one day shall be disbursed to a delegated employee if the assigned mission is accomplished at the same day.

Article (22) (10) (11) (12):

- I. No employee may be delegated outside the workplace for a period or consecutive periods exceeding sixty (60) days except by the Civil Service Council's approval. However, this excludes:
 - a. The employees of the Ministry of Foreign Affairs who are delegated each year for attending the United Nations Session, provided that their delegation period shall not exceed one hundred and twenty (120) days.

- b. The employees nominated by a Council of Ministers' Decree or a Royal Decree to be assigned to represent the Kingdom in the international, regional or Arabian assemblies or organizations, provided that their delegation period shall not exceed one hundred and twenty (120) days.
 - c. The employees of the government authorities who shall travel to the Eastern Province for the summer season, provided that such employees shall be nominated by a ministerial decree for a specified period not exceeding one hundred and twenty (120) days.
 - d. The employees who work in the technical and supervisory staff of the governmental development and service projects, provided that their delegation period shall not exceed one hundred and twenty (120) days per year. Besides, the Ministry of Human Resources, in coordination with the Ministry of Finance, shall specify the job titles included in paragraph (d) (13).
2. The competent minister may, in case of urgent necessity, extend the delegation period for no more than (30) days plus the sixty-day period (14).

Article (23) (15) (16) (17):

A delegation allowance shall be disbursed to a reassigned employee for the travel days, provided that such days shall not exceed three days inside the kingdom and three days outside the Kingdom.

Article (24)

A delegation allowance shall be disbursed to an employee whose nature of work requires travelling, as monthly compensation to be determined by the competent minister by a ministerial decree. Such compensation shall not exceed the (sixth) of the employee's monthly salary. Besides, the Ministry of Human Resources and Social Development shall specify such positions in coordination with the competent authorities.

Article (25)

The provisions of the cash allowance shall apply to the nonemployees who are assigned to official missions outside their place of residence based on a decree by the competent minister specifying their salaries as if they were official employees.

Article (26)

The procedures and conditions for assigning an employee to conduct a certain function or an official mission, based on Article (23) of the Civil Service Law, shall be specified by regulations issued by the Civil Service Council (18).

Article (27)

The competent administrative authority may retain the employee whose contract is expired by acquiring the Saudi citizenship for a monthly remuneration equivalent to the contractual salary until the procedures of the

It has been added by the Civil Service Council's Resolution No. (1799/1), dated 23/01/1435 H. (26/11/2013 G.)¹³

The deficit of this Article has been amended by the Civil Service Council's Resolution No. (1/1661), dated 16/02/1433 H. (10/01/2012 G.) to read: "The competent 14 minister may, in case of urgent necessity, extend the delegation period for no more than (30) days plus the sixty-day period". Besides, such Resolution shall be enforced since the date of its circulation on 26/03/1433 H. (18/02/2012 G.). Accordingly, the Oversight and Anti-Corruption Authority and the General Council of Audit shall, before three years as of the date of enforcement, prepare a comprehensive report to be submitted to the Civil Service Council.

employee's appointment are finalized according to the Civil Service Law, within the six months following the citizenship (19).

Article (28)

In exceptional cases, the competent minister may, based on the approval of the Minister of Human Resources and Social Development, conclude an employment contract with a Saudi for holding a certain temporary position for no more one year, provided that such employee shall have the qualifications required for the position and the remuneration shall not exceed the position salary and allowances.

Article (29)

For holding vacancies according to Article (25) of the Civil Service Law, the following requirements shall be fulfilled:

1. The candidate shall have the qualifications and fulfill the conditions required for the position.
2. The position shall be vacant.
3. The remuneration allocated to the employee shall not exceed the salary and allowances allocated for the position.

Article (30):

An employee whose service has ended may be retained for one month based on the superior's approval if required for the employee to hand over the trusts in his/her possession to another employee. Besides, such period may be extended to another month by a ministerial decree from the competent minister. In addition, a remuneration shall be disbursed to the employee for the period of being retained in service. If the employee failed to hand over such trusts for reasons beyond the department's responsibility, the employee shall remain in service until the trusts are completely handed over, for no consideration (20) (21) (22).

Article (31):

Prior to assignment to working overtime, for all ranks, the following shall be taken into consideration(23):

- A. There shall be no possibility that the task can be conducted during the working hours.
- B. Overtime shall be for performing the duties of a vacancy or for performing an exceptional task or conducting an official mission, not as a result of omission or negligence by an employee.
- C. The resolution on an assignment to work overtime at the weekdays, for the ranks (13), (14) and (15), shall be issued by the competent minister, or the equivalent.

As for the weekends and the feast days (Eids), employees of all ranks may be assigned to work overtime therein taking into consideration the aforesaid conditions in the following entities: boarder centers, airports, ports, hospitals, the radio and television, communications, information technology, emirates of provinces, royal courts, offices of ministers, and any other entities specified by the Civil Service Council.

The Civil Service Council's Resolution No. (1/675), dated 24/03/1422 H. (16/06/2001 G.) which permits the Ministry of Human Resources and Social 19 Development, upon the government authority's request, to nominate a non-Saudi employment contractor, after acquiring the Saudi citizenship, for a position that accords with the employee's degrees and practical qualifications and salary.

The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.) was issued, which, in clause (Second), states that financial allowances, 20 remunerations and benefits stated in Table (A), attached to this Decree, shall be cancelled, including the remuneration to be disbursed to a retired employee retained who are remain in service for handing over the trust in his/ her possession.

Article (32):

The overtime remuneration shall be calculated on an hourly basis taking into consideration that the monthly working hours rate shall be one hundred fifty-five hours.

Article (33):

For the purpose of disbursing a remuneration for overtime, a resolution shall be passed by the competent authority showing the nature of the assigned work and the number of the working hours specified for carrying out such work. However, the amount disbursed to the employee per day shall not exceed a half-day wage. Besides, an employee who is assigned to work overtime during the official holidays and feast days shall be given a remuneration for work based on the overtime hours, to be 100%, to the maximum, of the basic salary for the days of the assignment (24) (25).

Article (34):

Overtime remuneration shall not be combined with the delegation allowance.

Article (35):

In case of injury or physical disability that absolutely precludes an employee from work, the employee, or his/her successors in case of death, shall receive compensation, if such death or disability is due to work, of one hundred thousand riyals (SAR 100,000) (26).

An employee who has a partial or permanent disability, due to work, that precludes the employee from performing his/her tasks, shall receive compensation in proportion to the disability, estimated based on the aforesaid compensation. Besides, the proportion of disability shall be decided by the competent medical authority's report.

Article (36) (27) (28) (29):

A monthly transport allowance shall be disbursed to an employee based on the following category:

SAR 500 – for the 1st rank to the 5th rank.

SAR 700 – for the 6th rank to the 10th rank.

SAR 900 – for the 11th rank to the 13th rank.

SAR 1200 – for the 14th rank.

A transport allowance shall be disbursed to an employee who is delegated and assigned to overtime, for each day of delegation and assignment to the overtime at a rate of (1/30) of the monthly transport allowance allocated to the employee's rank.

The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.) was issued, which states, in clause (Fifth): "The maximum remuneration to 24 be disbursed to an employee for the overtime shall be (25%) of the basic salary for assignment days and (50%) for official holidays and feast days (Eids)".

The Royal Order No. (A/158), dated 25/07/1438 H. (22/04/2017 G.), was issued, which, in clause (First), states that all allowances, rewards, and financial 25 benefits, referred to in the Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which has been cancelled, modified or suspended, shall be reallocated to the State's civil employees and militaries. In clause (Second), it states that this Order shall take effect as of the date thereof.

The Council of Ministers' Decree No. (145), dated 21/03/1436 H. (12/01/2015 G.) states that a grant of five hundred thousand riyals (SAR 500,000) to the 26 successors of a public or private sector employee who dies of COVID-19. Either such employee is a civilian or a military, Saudi or non-Saudi. The Decree shall be

For the purpose of compensation for the such allowance, a means of transport may be provided for employees whose the nature of work requires travelling on a continuous basis, provided that the Ministry of Finance and the Ministry of Human Resources and Social Development shall approve the same.

Article (37):

Ministries and governmental authorities, with affiliated centers located outside cities at a long distance, shall provide a means of transport for transporting employee to and from work plus the monthly allowance disbursed to the employee, provided that this shall apply to the normal means of transport used upon requests.

Article (38):

The Ministry of Education, the Ministry of Health and the other ministries employing female employees, may, based on the female beneficiaries' opinions, choose between transporting them and paying them a monthly allowance salary, at their discretion. As for girls' schools, and the similar entities affiliated by schools, transport may be provided by the means of transportation provided for female students or by the normal means of transport used upon requests in the other cases.

Article (39):

- A. If an employee is transferred from a country to another country, an amount equivalent to two-month salary shall be disbursed to such employee, as a consideration for the expenses of the expatriation of such employee and his/her family and their luggage. No more one expatriation allowance may be disbursed if an employee is expatriated over one year except by the consultation and the approval of the Ministry of Human Resources and Social Development, after investigating the reasons for transport and destination (30) (31) (32) (33).

If the transport is from inside to outside the Kingdom, or vice versa, or from an entity to another entity outside the Kingdom, the transport travel expenses, plus the foregoing, shall be disbursed to the employee and his/her family members. Besides, three times as much as the ticket price from the country transferred from to the country of destination shall be disbursed to the employee. However, the amount disbursed to the employee shall not be less than one-month salary for travel expenses (34).

- B. If an employee is delegated for a period or consecutive periods of more than ninety days, the employee's expatriation costs shall be provided as follows (35):
 - I- In case of delegation inside the Kingdom, an amount equivalent to tow-month salary shall be disbursed to the delegated employee at the beginning of delegation, as a consideration for the

The Circular No. (23/45) of the Ministry of Human Resources and Social Development, date 24/05/1407 H. (24/01/1987 G.), which specifies the distances 30 considered for disbursing an expatriation allowance to be (75) km and above for asphalted roads, (40) km and above for non-asphalted roads, and (15) km and above for the places inaccessible by cars or modern means of transport. The distance of the delegation destination shall be calculated based on the cities' and towns' boarders determined by the municipalities of such cities and towns.

The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Third), states that the financial allowances, rewards and 31 benefits, shown in Table (B), attached to this Decree, shall be amended, including the amendment of the expatriation allowance to be one-month salary.

The Royal Order No. (A/158), dated 25/07/1438 H. (22/04/2017 G.), was issued, which, in clause (First), states that all allowances, rewards, and financial 32 benefits, referred to in the Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which has been cancelled, modified or suspended, shall be

expatriation cost of the employee and his/her family members, and their luggage and furniture, backwards and forwards.

- 2- In case of delegation from inside to outside the Kingdom, or vice versa, or from an entity to another one outside the Kingdom, travel tickets shall be provided for only the employee, his wife and his children, four tickets for all. Besides, delegation suspension by the employee's reference, before the end of delegation, shall not preclude the employee from being entitled to the allowance stated in paragraph (B).

Article (40):

An employee initially appointed outside the Kingdom, shall be entitled to an expatriation allowance and travel tickets provided that the position held by such employee shall be within the organization chart of the entity outside the Kingdom (36).

Article (41):

An employee shall be provided with a flight return ticket in the following cases:

- a. If an employee is delegated inside or outside the Kingdom for a period not more than ninety days (37) (38) (39).
- b. If an employee is summoned by the government to bear witness before any of the courts or the authorities located outside the employee's workplace.
- c. If an employee is summoned to appear before a medical committee or authority for investigation or trial.
- d. If an employee is granted a sick leave and the competent authority recommends that such employee shall receive treatment in another province inside the Kingdom.

If an employee shall travel to a province inaccessible by aircrafts, a small car full-fare shall be disbursed to such employee if the employee is of the 10th rank and above. But the employee is under the 10th rank, a mass transportation fare shall be disbursed to such employee.

In exceptional cases, the employer shall provide the employee with the required means of transportation. In addition, in such cases, a delegation allowance shall be disbursed to employees for the days required for such tasks. Except for delegation, an employee shall submit a certificate of the same from the authority to which the employee has been summoned. Besides, no delegation allowance shall be disbursed to an accused employee until established to be innocent of the charges imputed to the same employee (40) (41) (42).

The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Third), states that the financial allowances, rewards and 36 benefits, shown in Table (B), attached to this Decree, shall be amended, including the amendment of the expatriation allowance to be one-month salary.

The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Sixth), states: "The total sum of an employee's delegation 37 periods shall be no more than (30) days per financial year".

The Royal Order No. (A/158), dated 25/07/1438 H. (22/04/2017 G.), was issued, which, in clause (First), states that all allowances, rewards, and financial 38 benefits, referred to in the Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which has been cancelled, modified or suspended, shall be

Article (42) (43):

Flight classes shall be as follows:

- a. First class for the employees of the 10th rank.
- b. Tourist class for any other employees. However, employees of the 9th rank, and below, may be transported by a first-class flight in the cases of a nature that requires such act, such as:
 - 1- Escorting official guests when they travel by a first-class flight.
 - 2- An employee is a member of an official delegation travelling abroad. Besides, some members may board the first class.
 - 3- A person whom the competent minister deems necessary to accompany in the first class for reason related to work.

Article (43):

In the cases provided in Article (41) of these Regulations, the price of the tourist class flight may be disbursed to an employee of whatever class, instead of providing the tickets on an in-kind basis.

Besides, an employee who is entitled to government transport may be compensated for the flight tickets abroad based on rules agreed upon between the Ministry of Finance and the Saudi Arabian Airlines Public Corporation.

Article (44):

- A. The Government shall, through the Ministry of Finance, provide the employees of the 15th rank with a suitable car and a driver to be used for their official and private transport. Such car shall be changed each four years. However, the beneficiary employee shall bear the costs of the car fuel and service.

An amount of SAR (2000) shall be disbursed to an appointee of such rank from the date of appointment to the date of the car provision, provided that the period from the date of appointment shall not exceed six months (44). In addition, the date of the commencement of the four years shall be as of the date of issuing the appointment resolution. If the four years elapses, the actual date of the alternative car shall be calculated from the date of providing the car, provided that the expired car ownership transfer shall coincide with the date of the alternative car provision. Then, the car shall be owned by the beneficiary at the end of the four years. However, if the employee, provided with car, has been reassigned to another government authority or has been promoted to another rank, either in the employee's workplace or in other workplace, the car shall continue to be with such employee until the period required for the transfer elapses. Nevertheless, if an employee's service is ended due to death,

The Council of Ministers' Decree No. (94), dated 17/03/1437 H. (28/12/2005 G.) was issued, circulated by the Circular No. (13942), dated 18/03/1437 H. 43 (29/12/2015 G.) of H.E. the Chief of the Royal Court, stating:

First: Flights provided for civil employees and militaries, and the equivalent, shall be as follows:

- 1- A tourist class for employees of the 11th rank and below, and the equivalent in the military career ladder and all other civil career ladders.
- 2- A business class for the employees of the 14th, 13th and 12th ranks and the equivalent in the military career ladder and all other civil career ladders. In case of unavailability of such classes, the provision of paragraph (1) of this clause shall apply to them.
- 3- First class for the employee of the 15th rank and the equivalent in the military career ladder and all other civil career ladders. In case of unavailability of such classes, the provision of paragraph (2) of this clause shall apply to them.

Second: The provision of clause (First) of such Decree shall apply to all employees of the government agencies, public institutions, authorities, and funds – and the equivalent – with their respective ranks in the State's budget, and the equivalent, and the employees of the full State-owned companies.

physical disability or retirement, the car's ownership shall be transferred without the need for elapsing the four-year period.

Based on an agreement with agreed with the Minister of Finance and the Minister of Human Resources and Social Development, the provision of this Article may apply to the head of agencies and independent administrations.

- B. The Ministry of Foreign Affairs shall provide a suitable car for the diplomatic missions which represent the Kingdom abroad, to be used for their official and private transport. Such car shall be changed each four years. Besides, a driver shall be provided with the car.
- C. No transport allowance shall be disbursed to a beneficiary of the provisions of the previous two paragraphs.

Article (45):

Upon the appointment for the first time to the State's service, after the issuance of the Implementing Regulations of the Civil Service Law, enforced as of 01/08/1397 H. (17/07/1977 G.), an allowance equivalent to a one-month salary shall be disbursed to an employee (45) (46) (47).

Article (46):

A daily transport allowance of fifty Saudi riyals shall be disbursed to the internally delegated employees, who are governed by Article (44) of these Regulations, throughout the period of delegation if no means of transport is available for such employee in the place of delegation.

Article (47):

In all cases, an employee may not use governmental cars if the same employee receives a monthly transport allowance.

Article (48) (48):

An infection or harm allowance of SAR (750) shall be disbursed to the employees who are directly exposed, based on their work, to a harm or infection. The job titles entitled to such allowance and the requirements for disbursing it shall be resolved by the Ministry of Human Resources and Social Development in collaboration with the Ministry of Finance.

Article (49) (49) (50) (51):

45 The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Second), states that the financial allowances, rewards and benefits, shown in Table (B), attached to this Decree, shall be cancelled, including the appointment allowance.

46 The Royal Order No. (A/158), dated 25/07/1438 H. (22/04/2017 G.), was issued, which, in clause (First), states that all allowances, rewards, and financial benefits, referred to in the Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which has been cancelled, modified or suspended, shall be reallocated to the State's civil employees and militaries. In clause (Second), it states that this Order shall take effect as of the date thereof.

47 The Royal Order No. (A/270), dated 26/09/1438 H. (21/06/2017 G.), was issued, stating that the clause (Second) of the Royal Order No. (A/158), dated 25/07/1438 H. (22/04/2017 G.), shall be amended to read: "This Order shall take effect as of the date of issuing the Council of Ministers' Decree No. (551), dated 25/12/1437 H.

A danger allowance of SAR (600) shall be disbursed to the employees exposed to danger due to the nature of their work. The job titles entitled to such allowance and the requirements for disbursing it shall be resolved by the Ministry of Humans Resources and Social Development in collaboration with the Ministry of Finance.

Article (50)

- A- A remuneration equivalent to half a salary shall be disbursed to veterinarians who work overtime for supervising slaughter and fresh meat.
- B- Veterinarians shall be granted an annual remuneration equivalent to a two-month salary.

Article (51)

Trainers and educators of schools, educational institutes and training centers (not governed by the Educational Professions Regulations) shall be granted a monthly profession allowance equivalent to 20% of the first salary of the rank held by an employee. If a service exceeds five years, an allowance of 30% of the first salary of the rank held shall be disbursed to the employee. For the purpose of disbursing such allowance, the following requirements shall be fulfilled:

- 1- An employee shall be installed to an educational or training position inside a school, an institute or a training center.
- 2- An employee shall practice the profession to which he/ she is installed.
- 3- The calculated period of service shall be for an educational or training position.

Article (52) (52) (53) (54) (55):

A nature of work allowance may be granted to the employees who holds positions other than the educational and training positions, for the following reasons:

- 1- The difficulty of the work performed by the employee, or the diseases that could afflict the employee in case of continuous work, such as the copying jobs.
- 2- The possibility of inflicting a direct financial loss upon the employee due to the job responsibility, such as treasurers.
- 3- The outdoor working all or some time, outside the government offices.

Such allowance shall be granted at a rate of (20%) of the first salary of the rank held by employee. The positions to be granted such allowance and the value of the allowance shall be determined by a decree of the Minister of Human Resources and Social Development based on the proposal of the committee for allowance, as stated in Article (56) of these Regulations. For the purpose of disbursing such allowance, an employee shall hold any the positions determined to have the allowance and shall actually practice the profession.

Article (53)

52 The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Second), states that the financial allowances, rewards and benefits, shown in Table (A), attached to this Decree, shall be cancelled, including the nature of work allowance, resolved to the following jobs: a photocopier operator, an information registrar, a treasurer, a paymaster, a fund secretariate chief, a trust officer, and communication technician.

53 The Council of Ministers' Decree No. (551), dated 25/12/1437 H. (26/09/2016 G.), which, in clause (Third), states that the financial allowances, rewards and

After enforcing such Regulations, an end-of-service gratuity, equivalent to a six-month salary, shall be disbursed to an employee in the following cases:

- Coordination from the service according to Article (16) of the End of Service Regulations.
- Retirement due to incapability of work.
- Retirement due to reaching the legal age of retirement.
- Death.

An end of service benefits, equivalent to a four-month salary, shall be disbursed to an employee who goes into an early retirement. In all cases, these benefits shall not be combined to the remuneration of the job categories included in special regulations of which the Civil Service Law shall be an integral part thereof, provided that the end of service benefits of such job categories shall not be less than the end of service gratuity of the employees included in the Civil Service Law, if they fulfill the requirements for disbursement of such benefits (56).

Article (54)

The employees appointed to permanent jobs in remote areas may be granted a monthly allowance not exceeding twenty percent (20%) of the first salary of such rank. Besides, the (Committee for Allowances), in the Ministry of Human Resources and Social Development, formed of a representative thereof and representatives of the Ministry of Finance and the relevant authority, shall specify the districts entitled to, the value of and the requirements for such allowance and submit recommendations to the Civil Service Council (57) (58).

Third – General Provisions

Article (55):

Allowances shall be disbursed on a monthly basis plus the employee's salary. Besides, allowances shall be reduced in proportion to the salary cut and shall be suspended if the salary is suspended. Also, allowances shall not be disbursed as compensation for leaves or as remunerations in case on delegations.

Article (56):

In the Ministry of Human Resources and Social Development, a committee shall be formed of representatives of:

- a. The Ministry of Finance.
- b. The Ministry of Human Resources and Social Development.
- c. The relevant ministry or government authority.

Such committee shall:

- 1- Review the previously stated allowances and the jobs entitled thereto and suggests additions or amendments.
- 2- Consider the allowances that may be suspended in the future and the provisions that regulate such allowances.

The committee's recommendations on the foregoing shall be taken into consideration upon making the competent regulations. Besides, the committee shall control the good application of the provisions regulating the allowances and the jobs entitled to such allowances. Also, the committee's

Allowances, remunerations and compensations, received by employees before enforcing the Implementing Regulations of the Civil Service Law, under the Civil Service Council's Resolution No. (I), dated 27/07/1397 H. (13/07/1977 G.), without prejudice thereto, shall be disbursed on a continuous basis.

Article (58):

An employee may waive any of the benefits and allowances stipulated in the Civil Service Laws, the regulations, or the supplementary resolutions on two conditions:

- a. Such waiver shall be in writing with extinguishing the right to claim before the government or judicial authorities.
- b. The same shall be stipulated in the administrative resolution.

Article (59):

Dates shall be calculated based on the Um Al-Qura calendar. The month in the enforcement of the provisions of the Civil Service Laws shall be thirty days, unless otherwise is provided (59) (60) (61).

Article (60):

The articles provided in these Regulations shall replace all the rules resolved in this regard.

