



Human Resources and
Social Development

Regulations for Sick Leave Reports

(Issued by the Minister of Civil Service's Resolution No.
1781/700 dated 19/04/1438 H)

Ministerial Resolution No. (1781/700) dated 19/04/1438 H

The Minister of Civil Service,

Based on Article 14 of Leave Regulations that provides (The process of granting sick leaves and issuing medical reports and approval thereof inside and outside the Kingdom shall be regulated in accordance with the regulations to be issued by the Ministry of Civil Service after agreeing with the competent agencies).

After perusal of (Regulations for Sick Leave Reports) issued by the Ministerial Resolution No. (65/1) dated 24/01/1411 H amended by the Ministerial Resolutions No. (40434) dated 04/07/1423 H.

Due to the importance of reconsidering these Regulations in light of the results of application thereof throughout the last years and some government agencies' opinions and observations monitored by the Ministry; in order to achieve the proper application of the Law to maintain the employee's smooth performance and continuity of government agencies in performing their respective functions and competences.

After perusal of the draft (Regulations for Sick Leave Reports) prepared by the Ministry of Civil Service (MCS) in agreement with the competent agencies.

Resolved the following:

First: Approving (Regulations for Sick Leave Reports) as attached hereto.

Second: These Regulations shall supersede the regulations issued by the Ministerial Resolution No. (65/1) dated 24/01/1411 H amended by the Ministerial Resolution No. (40434) dated 04/07/1423 H.

Third: These Regulations shall be communicated to all ministries, government agencies, entities and public institutions to act thereby as of 01/07/1438 H.

Allah is the Arbiter of success.

Minister of Civil Service
Khalid bin Abdullah Al-Araj

Article 1:

If the employee is injured while performing his work or feels that he cannot continue in performing his work due to sickness, the employee shall submit a request to his line manager in the same day for referral to the competent medical committee for medical examination and determining necessary actions in this regard. In addition, the referral shall be according to the form prepared for this purpose. If the employee's health condition requires granting him a sick leave, the competent medical committee that examined him shall issue a report on the same and send the original thereof to his employer in the same day in which the employee is examined or in no later than the next day, while providing employee with an approved copy thereof.

Article 2:

If the employee is injured or feels sick and cannot attend to the workplace to report his sickness due to his inability to do so, the employee shall refer to the nearest competent medical committee for examination and determining necessary actions in this regard after validating his ID and identifying his employer, provided that the employee informs his line manager of the same in the first day by the fastest means available. If the employee's health condition requires granting him a sick leave, the competent medical committee that examined him shall issue a report on the same and send the original thereof to his employer in the same day in which the employee is examined or in no later than the next day, while providing employee with an approved copy thereof.

Article 3:

If the employee is in another city or county other than that where his workplace in the Kingdom is located, whether in a mission, leave or official holiday, or in absence period that is duly permitted, and becomes injured or feels, during the same, a sickness that prevents him from returning to his work in the specified time, the employee shall refer to the nearest competent medical committee for medical examination and determining necessary actions in this regard after validating his ID and identifying his employer. If the employee's health condition requires granting him a sick leave, the employee shall inform his line manager of the same in the first day by the fastest means available. In addition, the competent medical committee that examined the employee shall issue a report on the same and send the original thereof to his employer in the same day in which the employee is examined or in no later than the next day, while providing employee with an approved copy thereof.

Article 4:

If the employee is injured or feels sick while being outside in the Kingdom, whether in a mission, leave or official holiday, or in absence period that is duly permitted, the employee shall refer to the nearest competent medical committee for medical examination, and if the employee's health condition requires granting him a sick leave, the employee shall inform his line manager by the fastest means available in the first day or in later that the next day as of the date of his sickness or referral to the competent medical committee, and inform his employer in writing of the same, while attaching a medical report that is signed by the physician specialized in his sickness and approved by the Ministry of Health (MOH) or competent authority in the state where the employee is existing and the Saudi representations. Such report shall include a complete diagnosis of disease and necessary treating period. This shall be in no later than ten days as of the date of referral to the medical committee.

Article 5:

In case one of the employees working in the representations and government offices abroad becomes sick, the

by his employer, elaborating the reason for the same, and approved by the entity that its approval is recognized in the state and by the Saudi representations.

Article 7:

If the sick employee's health condition indicates his disability to work, the employee shall be referred to the Medical Committee or its equivalent to determine whether he is permanently or partially disable to work, or whatever it deems appropriate in his regard. If the Medical Committee or its equivalent decides that the employee is partially disable, it shall determine the ratio of disability and propose the type of work that the employee can practice according to his health condition after making coordination with his employer.

Article 8:

The medical entities competent in granting sick leaves after conducting medical examination are:

- MOH Medical Committees or their equivalents.
- MOH hospitals and primary health care centers.
- Government specialist hospitals.
- Private hospitals and dispensaries and polyclinics licensed by MOH.
- Hospitals and other medical services of the ministries, government agencies, public institutions and bodies and universities.

Article 9:

The physicians' competence to grant sick leaves shall be as follows:

- a. One day as of the date of absence from work, as a maximum, in case of the physician of health care center, government dispensary or health unit. The sick leave shall be approved by the director of the dispensary, health care center or health unit. In addition, the sick leave may be extended to another one day.
- b. Only one day as of the date of absence from work, as a maximum, in case of the physician of dispensary or private polyclinics licensed to perform one-day surgeries. The sick leave shall be approved by the director of the dispensary or clinic, provided it does not exceed seven days a year.
- c. Three days as of the date of absence from work, as a maximum, in case of the physician of hospital or private polyclinics licensed to perform one-day surgeries in case the employee is subject to a surgery. The sick leave shall be approved by the director of the hospital or clinic. In addition, the sick leave may be extended to only three additional days.
- d. Four days as of the date of absence from work, as a maximum, in case of two physicians, one of them is a consultant in the hospital, and their signatures shall be approved by the hospital director. In addition, the sick leave may be extended to only four additional days.
- e. Eight days as of the date of absence from work up to thirty days in case of three physicians, one of them is a consultant, and their signatures shall be approved by the hospital director.
- f. With regard to the term that exceeds thirty days, the approval of leave shall be considered by:
 1. MOH Medical Committee.
 2. King Faisal Specialist Hospital with regard to the employees who are receiving treatment there.
 3. Military Medical Committees with regard to the employees of military sectors.
- g. The period of admission or medical observation in hospitals shall be calculated within the sick leave.

Article 10:

Regulations for Sick Leave Reports

in the cases that require longer period for deciding thereon, to prolong such period for no more than five additional days as a maximum.

Article 11:

- a. In case the Medical Committee or its equivalent dissatisfies with the submitted medical report or term of the sick leave granted to the employee, it shall inform his employer of the same by an official letter.
- b. The employer shall be entitled to consider the period in which the employee is absent from work due to his sickness. In addition, the employer shall be entitled to calculate such period from his regular leave if the employee has a balance that permits so, calculate it as an unpaid exceptional leave or consider it as absence in return for which the employee shall not be entitled to receive salary in accordance with Civil Service Law and its Implementing Regulations.

Article 12:

The sick leave shall be calculated as of the date of absence from work, unless the competent medical committee decides otherwise.

Article 13:

- a. The sick leave reports shall be prepared according to the form approved for this purpose of one original to the employer, a copy to be delivered to the employee and another one to be kept by the medical committee.
- b. In case the employer dissatisfies with genuineness or integrity of sick leave report, the employer shall address the agency that directly supervises the medical committee that issued the report to validate the same. If it is proved for the employer that the report is ingenuine or includes any matter that affect its integrity, the employer shall be entitled to terminate the employee's service in accordance with Service Termination Regulations or take the necessary legal procedures against him.

Article 14:

Any medical report with regard to granting sick leave that violates provisions, procedures, authorities, forms or other requirements set forth herein shall not be considered. In addition, the employer shall reserve the right to hold any of its employees accountable for violating the same.

Article 15:

The provisions hereof shall apply to the employees who are originally subject to Civil Service Law and its Implementing Regulations, and to the employees, personnel, persons appointed according to Wage Regulations and others whom these Regulations are complementary to their laws and regulations.

Referral to Medical Examination Form

No. (1)

In the Name of Allah, Most Gracious, Most Merciful

Kingdom of Saudi Arabia

Ministry of

Employee Name:	National ID:
Department:	Job Title:

H.E. Director of, the Honorable
Kindly conduct medical examination on the person whose information is above-mentioned after
validating his ID, and provide use with the result, noting that he is:

Absent from work as of __/__/14__ H

In office to date.

Kind regards.

Line Manager:

Title:

Name:

Signature:

Date: __/__/__

تقرير منح إجازة مرضية
SICK LEAVE REPORT

Patient Name :	إسم المريض :
National ID No:	رقم الهوية الوطنية :
Medical Record No:	الرقم الطبي :
<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> ذكر <input type="checkbox"/> انثى
Nationality :	الجنسية :
Date of Birth :	تاريخ الميلاد / /
Occupation :	المهنة :
Place of Work :	جهة العمل :
Date of Visit :	تاريخ المراجعة : ١٤ / / هـ
Adm Date :	تاريخ الدخول : ١٤ / / هـ
Discharge Date :	تاريخ الخروج : ١٤ / / هـ
التوصيات	
Following medical examination, it is recommended :	
<input type="checkbox"/> Sick leave for ... day (s)	منحه إجازة مرضية لمدة (كتابة)
starting From to..... هـ / / إلى ١٤ / / هـ	ورقماً (.....) يوم/ أيام إعتباراً من ١٤ / / هـ إلى / / هـ
<input type="checkbox"/> Follow up before end of sick leave	مراجعة الطبيب المعالج قبل إنتهاء إجازته.
<input type="checkbox"/> Referral to Medical Committee for following reasons:	إحالته إلى الهيئة الطبية العامة لأحد الأسباب الآتية :
<input type="checkbox"/> Approval of sick leave	إعتماد تقرير الإجازة المرضية .
<input type="checkbox"/> Cannot be treated at this facility	من غير الممكن علاجه في المستشفى.
<input type="checkbox"/> Permanent or partial disability	حالته تدل على عجزه الصحي عن العمل بصورة جزئية أو قطعية.
<input type="checkbox"/> Others.....	أخرى
Treating physician Name.....	إسم الطبيب المعالج :
Signature Badge No :	التوقيع: الرقم
Physician Name :	إسم الطبيب :
Signature :	التوقيع :
Physician Name :	إسم الطبيب :
Signature :	التوقيع :
Approval by the Director of :	تصديق مدير :
Name:.....	الإسم :
Signature: Date: / /	التوقيع التاريخ ١٤ / / هـ
الختم الرسمي	

H.E., the

No.:

Honorable

.....

 With reference to your referral No. Dated ___/___/14___ H

Date: ___/___/14___ H

 With reference to the examination of your employee of the above-mentioned name, kindly find above the report issued in this regard.

Director:

Name:

Signature:

Date: ___/___/14___ H

Form Use Instructions

1. The patient's ID and employer shall be validated with the aim of examining him.
2. The physicians' specialty and terms in granting sick leaves shall be observed.
3. All fields set out in this report shall be accurately filled out in Arabic and English.
4. The patient's file and the patient himself shall be provided with a copy of the report prepared on his health condition, while sending original report to the employer officially.
5. The last field of the form shall be filled out if required.
6. The patient's department shall refer to the medical committee to validate the report when it deems so necessary.

