



Human Resources and  
Social Development

# The Guideline for **the Initiative „Documented Employment Contract as an Enforceable Instrument“**



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## Introduction

This initiative was launched in partnership with the Ministry of Justice as part of the Kingdom's Vision 2030 and its various programs. It comes as a continuation of the efforts exerted by the Ministry of Human Resources and Social Development to protect the rights of both employees and employers, enhance the efficiency of the Saudi labor market, and increase its attractiveness. The initiative aims to strengthen the reliability of contractual relationships, safeguard the rights of employers and employees, and expedite the resolution of wage-related disputes arising from employment contracts by referring delayed wage claims directly for enforcement. In order to provide further clarification, this Guideline has been prepared by the Ministry.

## Requirements for Benefiting from the Initiative

1. Having a documented employment contract on the Qiwa platform, in accordance with the Executive Employment Contract template.
2. The employment contract must have an Execution Number issued through the Documentation Center at the Ministry of Justice, generated through technical integration between the two ministries.

## Implementation Stages for Documented Contracts

The new Unified Employment Contract model (Enforceable Instrument) will be implemented on the Qiwa platform in three phases:

**Phase One:** Includes new contracts (new contractual relationships) or updates to the terms of existing contracts.

**Phase Two:** Includes fixed-term contracts, which, upon expiration and renewal or extension, will be transferred to the Enforceable Contract model.

**Phase Three:** Includes indefinite contracts.

## Procedures for Documenting an Employment Contract under the New Enforceable (Contract Model)

1. The documentation process is carried out through the Qiwa platform, where the establishment submits a request to document a new contract or update existing ones.
2. The request is then sent to the employee, who may approve, reject, or propose amendments.
3. Once both parties approve the contract, it is deemed documented and acquires enforceable status through automated technical integration with the Ministry of Justice.

## The Contract Clause Subject to Enforcement

The clause subject to enforcement is the wage clause, which includes the following:

- Basic salary.
- Housing allowance, if applicable.
- Transportation allowance, if applicable.
- Total of other cash allowances, if applicable.

## When can the employee enforce against the employer in case of non-payment of wages?

- In case of non-payment of the full wage, the employee may enforce against the employer after thirty (30) days from the wage due date.
- In case of partial payment of the wage, the employee may enforce against the employer after ninety (90) days from the wage due date.

## How to Submit an Enforcement Request in Case of the Employer's Failure to Pay Wages

The process is as follows:

- 01 Access the Najiz platform of the Ministry of Justice.
- 02 Select the "Enforcement" option (Submit Enforcement Request).
- 03 Complete the required information.

## How is the Employee's Wage Verified for Enforcement

Verification is conducted electronically based on the data from the Wage Protection Program (Madd platform), which documents the payment of employees' wages in establishments according to the due date and the agreed wage amount.

## Employer's Right to Object

The employer has the right to object to the enforcement request through the Najiz platform. The employer is notified of the enforcement request and is granted five (5) days either to file an objection or to settle the payment.

