



**EuroMaTech**

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# The Saudi Labour Law

## Awareness, Implementation and Management

01 - 05 Dec 2019, Riyadh  
23 - 27 Aug 2020, Jeddah  
29 Nov - 03 Dec 2020, Riyadh



 View Details

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Certified Company

# The Saudi Labour Law

## Awareness, Implementation and Management

### 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 EuroMaTech 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

### WHO SHOULD ATTEND?

**The Saudi Labour Law training course is primarily intended for:**

- 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 EuroMaTech 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.



*This activity has been pre-approved by the Human Resources Certification Institute (HRCI). Participants attending this training session are entitled to receive:*  
**25 General Recertification Credit Hours**

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



## 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

## PROGRAMME SUMMARY

This EuroMaTech 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.

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS



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# PROGRAM OUTLINE

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## **DAY 01**

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### **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

## **DAY 02**

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### **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

## **DAY 03**

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### **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

## **DAY 04**

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### **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

## **DAY 05**

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### **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
- Work Inspection
- Commissions for Settlement of Labour Disputes
- Punishments

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✓	Date	Venue	Fee(\$)
	01 - 05 Dec 2019	Riyadh	US\$4,950
	23 - 27 Aug 2020	Jeddah	US\$4,950
	29 Nov - 03 Dec 2020	Riyadh	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms):.....

Position:..... Organisation:.....

Address:.....

.....

.....

City / Country: .....

Telephone / Fax: .....

### Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name: .....

Company Name: .....

Address:.....



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## Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

## Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

## Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

## Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

## Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

## Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

## Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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