

1. An employee admitted to the hospital with COVID-19 and discharged directly on home isolation, what shall we do?

If the employee was exposed to COVID-19 during the working hours or because an exposure in the hospital, the admission in the hospital will be considered as work related sick leave.

Home isolation will be as an exceptional leave up to 14 days. If the isolation exceeded the 14 days, departments should notify HR by sending a memo via EC.

*If it happens that an employee was exposed to COVID- 19 because of exposure in the community, this will be treated as sick leave policy.

2. An employee admitted to the hospital with COVID-19, then discharged to Ministry of Health Facility Isolation, then discharged on home isolation, what shall we do?

If the employee was exposed to COVID-19 during the working hours or because an exposure in the hospital, the admission in the hospital will be considered as work related sick leave.

Ministry of Health and Home isolation will be as an exceptional leave up to 14 days. If the isolation exceeded the 14 days, departments should notify HR by sending a memo via EC.

*If it happens that an employee was exposed to COVID- 19 because of exposure in the community, this will be treated as sick leave policy.

3. I'm on leave outside the kingdom and I cannot come back due to travel restrictions, what shall we do?

be assured that all staff absences have been covered by an Exceptional Leave with full benefits and no deductions. Also, in continuation to the Hospital support for all employees who are locked out, they will be granted Annual Leave starting from **27 May 2020** to cover their absences until they return back to work.

*The Hospital was able to assist many employees to return to the Kingdom and will continue coordinating with Saudi Authorities to assist staff return at the earliest possible time.

4. I am on a maternity leave and I would like to extend it, how?

Please communicate with your manager and based on the operational requirements, you may be granted an urgent/emergency leave.

5. How will the Hospital deal with its employees whom previously travelled to high risk countries and were asked to stay home for isolation for 14 days?

Official exceptional leave is limited for 14 days that needs to be submitted through Oracle system by creating a new leave.

*It is the responsibility of the supervisor to communicate with his/her employee and to enter the leave in the oracle system.

6. How will the Hospital deal with its employees whom previously travelled to high risk countries and were asked to stay home for isolation for 14 days and got a sick leave report from Family Medicine.?

Sick Leave given by Family Medicine shall be revised to an official exceptional leave that needs to be submitted through Oracle system by creating a new leave.

*It is the responsibility of the supervisor to communicate with his/her employee and to enter the leave in the oracle system.

7. If the deleted annual leave were an extension of a previously started leave, what shall we do?

To reinstate the leave.

8. Expatriate employee taking a day “annual leave” for the purpose of ticket encashment?

Not allowed, only for emergency or urgent cases.

9. Employees on terminal leave, what shall they do?

To reinstate the leave if requested.

10. I’m on leave inside the kingdom and I am being asked by my manager to come back to work. What if I am unable to come back?

Please communicate with your manager and based on the operational requirements, you may be granted an urgent/emergency leave and shall be taken from the staff annual leave balance.

11. I have scheduled/planned for an annual leave inside the kingdom and my leave has been cancelled. What if I have to proceed with my leave?

Please communicate with your manager and based on the operational requirements, you may be granted an urgent/emergency leave and shall be taken from the staff annual leave balance.