



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Services-WR

Subject: Clinical Nutrition Staff Leave Entitlements

Original Date: Version-1 August 2011

Effective: August 2012

Reference: 028010-18 Version-2

Replaces Number: NUT-01-11 Version-1

Targeted Employees/Departments: All Clinical Nutrition Staff

1. Purpose:

1.1 To define the policy and procedures pertaining to the types of leave available to Clinical Nutrition Staff at King Abdulaziz Medical City-Jeddah (KAMC-J)

2. Definitions:

2.1 TRA: stands for Travel Request and Authorization; the form that Clinical Nutrition Staff has to complete and submit to Admin Assistant of the Clinical Nutrition Services proper to departure or absence from work

3. Policy Statements:

3.1 Clinical Nutrition Services Staff is eligible for take scheduled leave after the expiration of the probationary period provided that the approved Travel Request and Authorization (TRA) is submitted to Admin assistance of Clinical Nutrition Services forty-five (45) days prior to departure for outside kingdom and thirty (30) days for in-Kingdom leave.

3.2 Clinical Nutrition Services Staff shall have the right to choose the dates of leave according to work requirements, or to grant the leave on a rotational basis to ensure proper coverage of Clinical Nutrition Services.

3.3 Chief Clinical Nutrition Services is responsible for scheduling the leave of Clinical Nutrition Services Staff according to their requirements and based on Hospital policies and procedures.

3.4 Leave duration exceeding forty-five (45) days requires the approval of the respective executive director or equivalent in accordance with the delegation of signatory authority.

3.5 A maximum of two (2) TRA revisions may be made for the same request provided a written justification, duly signed by Chief Clinical Nutrition Services, accompanies each revised TRA.

3.6 Request for an extension of leave must be made as far in advance as possible in order to provide sufficient time to return, as scheduled to work, in the event that the request is not approved. Such an extension request must include all contact information to facilitate acknowledgement of receipt.



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3.7 Clinical Nutrition Services Staff who overstays the authorized leave period will be charged for unauthorized leave without pay or against accrued unused leave days.

3.8 If Clinical Nutrition Services Staff overstays or is absent for more than ten (10) consecutive days without a valid reason or approval, this would constitute grounds for immediate termination without provision of the Saudi Service Award.

3.9 Chief Clinical Nutrition Services shall report to Human Recourse (HR)/Payroll Services any Clinical Nutrition Services Staff who fail to return from leave; otherwise the department will be liable for the overpayment of salary.

3.10 During vacation, Clinical Nutrition Services Staff is not authorized to perform any duties and will not be entitled to overtime, standby, on call, business leave, or any type of mission.

3.11 Administrative, Holiday, or Continuous Service Leave as per APP# 1428-02 are counted as working days.

3.12 All other types of leave have to be utilized before annual leave can be utilized when applying for vacation.

3.13 The Clinical Nutrition Services Staff is responsible for arranging his/her own booking reservations. He/she must ensure that the TRA has been prepared and approved simultaneously with the booking arrangement.

3.14 Types of Leaves:

3.14.1 Annual leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.2 Mid-Year/Post Leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 1420-004: Scholarship Training Program).

3.14.3 Holidays “Eid Al Fitr, Eid Al Adhha and Saudi National Day”(refer to APP# 1429-35: Employee Leave Entitlements & App# 1418-020: Ramadan Working Hours Schedule and Eid Holidays Policy).

3.14.4 Employee Sick Leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 915-18: Employee Sick Leave).



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3.14.5 Administrative Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.6 Compassionate Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.7 Eida Leave - in case of death of the husband (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.8 Pilgrimage Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.9 Marriage Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.10 Maternity Leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 1428-12: Maternity Leave).

3.14.11 Paternity Leave (refer to APP# 1429-35: Employee Leave Entitlements).

Leave without Pay (refer to APP# 1429-35: Employee Leave Entitlements & APP# 1414-
3.14.12 004: Delegation of Signatory Authority).

3.14.13 Scholar Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.14 Business leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 915-13: Business Leave Policy).

3.14.15 Professional Leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 1414-005: Professional Leave Policy).

3.14.16 Examination Leave (refer to APP# 1429-35: Employee Leave Entitlements).

3.14.17 Continuous Service Leave (refer to APP# 1429-35: Employee Leave Entitlements & APP# 1428-02: Staff Recognition Program).

4. Procedures:

4.1 All leave entitlements require the completion of the TRA form except if the leave falls on a holiday and exit/reentry visa is not required.



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4.2 Clinical Nutrition Services Staff must ensure that he/she has the available leave balance before submitting the TRA to HR/Payroll Services for processing, with supporting documents where applicable.

4.3 In case of insufficient balance of leave:

4.3.1 The TRA will be rejected and returned to Clinical Nutrition Services Staff.

4.3.2 Where Clinical Nutrition Services Staff has left prior to the processing of the TRA, Clinical Nutrition Services Staff will be considered absent.

4.4 No TRA will be approved and signed till the follow will be completed:

4.4.1 Clinical Nutrition Services Staff must complete the TRA fully giving all details required on the form before submitting not later than forty-five (45) days prior to departure for outside kingdom and thirty (30) days for in-Kingdom leave to “Departmental Supervisors” for the initial approval then to Chief Clinical Nutrition Services for final approval.

4.4.2 Clinical Nutrition Services Staff and “Departmental Supervisors” (Inpatient Pediatric Wards, Inpatient Adult Wards & Outpatient Clinics) shall discuss and arrange for any type of leave.

4.4.3 Clinical Nutrition Services Staff must be sure “When” he/she will be on leave.

4.4.4 Proper endorsement (soft copy send by email) for patient’s nutrition care from the dietitian who will go on leave (all leave type except for self sick leave) to the back-up coverage.

4.4.5 Submission of completed statistics report for all covered areas on the day before leaving.

4.4.6 Initial approval from “Departmental Supervisors” prior submission to Chief Clinical Nutrition Services for final approval.

4.4.7 Clinical Nutrition Services Staff who has approved TRA for leave must send an email to “Clinical Nutrition Group” informing them about his/her leave (all leave type except for self sick leave).



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4.5. Cancellation of TRA: In order to cancel a TRA that has already been submitted to HR/Payroll Services for processing, Clinical Nutrition Services Staff must submit the completed TRA Cancellation Form with given justifications and duly signed by “Departmental Supervisors” and Chief Clinical Nutrition Services.

4.6. In the event of a leave extension, a revised TRA duly approved by “Departmental Supervisors” and Chief Clinical Nutrition Services must be submitted.

4.7. Modification/revision should be submitted not later than forty-five (45) days for expatriate and thirty (30) days for Saudi employees, otherwise justification from the department supporting the revision has to be obtained no later than seven (7) working days prior to departure date.

4.8. Clinical Nutrition Services Staff returning from a scheduled leave should complete the Notification of Return from Scheduled Leave and submit the form duly signed by Chief Clinical Nutrition Services to HR/Payroll Services.

5. Equipment/Forms:

5.1 TRA Form

5.2 TRA Cancellation Form

5.3 Notification of Return from Scheduled Leave

6. Related References:

6.1 APP# 915-13: Business Leave Policy

6.2 APP# 915-18: Employee Sick Leave

6.3 APP# 1426-20: Exit/Re-Entry Visa

6.4 APP# 1414-005: Professional Leave Policy

6.5 APP# 915-09: Program Paid Air Ticket

6.6 APP# 1428-24: Leave Without Pay



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6.7 APP# 1428-12: Maternity Leave

6.8 APP# 1418-020: Ramadan Working Hours Schedule and Eid Holidays Policy

6.9 APP 1420-004 Scholarship Training Support

6.10 APP 1428-02 Staff Recognition Program

7. Appendices:

None

8. Recommendations:

None