Staff-Guiding Booklet
2014-2015

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Staff-Guiding Booklet
Quotation extracted from the awesomely inspirational wise sayings of His Majesty Sultan Qaboos Ben Said, may the Almighty protect him

We diligently spare education no endeavor persistently seeking to ameliorate it and improve its standards all the time attempting, meanwhile, all potential channels to modernize and update interdisciplinary and multidisciplinary knowledge while deepening it, enriching it and also adapting it to suit an everlasting changing world, based on the absolutely thoughtful consideration the Sultanate bestows upon the development of human resources which takes place concurrently with the firmly solid establishment of scientific approaches and concepts on the basis of which we raise our upcoming generations, thereby furnishing them with adequately sufficient education that, on one hand, enables them to constructively and fruitfully partake of the development process in its entirety and empowers them, on the other, to adroitly and efficiently tackle life happenings and occurrences, locally, regionally and internationally.

Dated 4th of October, 2005
Sultan Qaboos Bin Said, may the Almighty protect him
Welcoming speech

I am privileged and pleased indeed to present to all of you, the college staff members, this guiding booklet which seeks to provide you with an overall glimpse of your college while elaborating on the most significantly pertinent guidelines and vital procedures you ought to bear in mind, take into consideration and act upon throughout your active service at the college. However, please feel absolutely free to refer to the Civil Service Act and its executive bylaws, together with the Omani Labor Act and the relevant bodies and entities at the college, should you desire to obtain further details in this connection.

College Dean
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First: Epitome of the College Staff-Guiding Booklet

This is the first edition of the College Staff Guiding Booklet which aims at being used as a reference for the College’s staff members to consult whilst they are employed under active service at the College. As well, the Booklet acts as under which staff enjoy an available forum through which they feel absolutely free to come up with their own suggestions (as will be elaborated on under sixth) which should, in turn, furnish a good opportunity for the development of the contents herein.

Second: Glimpse of the College

*College History

The Higher College of Technology was established in 1984 to be the second largest higher education institution in the Sultanate of Oman and one of the seven colleges affiliated to the Ministry of Manpower and these are (Musana’a College of Technology, Shinas College of Technology, Ibra College of Technology, Nizwa College of Technology, Ibri College of Technology, and Salala College of Technology.)

Previously known as Oman’s Technical Industrial College, the Higher College of Technology has always sought to provide the multidisciplinary knowledge and skills the Omani society requires and the private sector necessitates whereby the College is adamantly keen on performing, on a continuous basis, an assessment of the following parameters and criteria:

- The world developments’ reflections and impacts on the various discipline and skill requirements across the Sultanate.
- The modern methods and techniques used to integrate technological programs.
- The most updated educational and training technologies.
*Vision, Mission and Values*

-Vision:

We will be a leading technological institution, providing high quality teaching and learning to prepare and empower the Omani professionals of the future so that they can contribute to national socio-economic development

-Message:

To deliver high quality student-centered education that produces competitive graduates who enter the labor market with confidence, strong technological and personal skills, and are prepared for a life of contribution and success

-Values:

1. Professionalism: Hard work, commitment, accountability and transparency.

2. Integrity: Honesty and fairness.

3. Flexibility: A willingness to learn, develop new skills, and take on new responsibilities.

4. Teamwork and tolerance: Transparency, diversity, acceptance, openness to constructive criticism and ethical behaviour. Creativity and innovation: Imagination and originality.

5. Communication: Commitment to the effective exchange of information.
*Admittance and Study Mechanisms*

The number of students to be admitted yearly into the colleges of technology is to be determined by the minister. As well, the minister is the one who decides on the minimum of the total marks on basis of which admittance is determined bearing in mind, meanwhile, that such total varies from one year to another, based on criteria and parameters such as the available potentialities, education quality, applicants’ competitiveness levels and the labor markets requirements for technical workforce provided, however, that priority is to be for those applicants scoring higher marks amongst those meeting the admittance prescribed terms and conditions.

- The Foundation Program

The Foundation Programs aims at elevating students’ proficiency level in the English Language while seeking to furnish them with the fundamental disciplines and maximize their information technology skills and perfect their mathematics faculties within the framework of the national criteria, thereby enabling these students to do their respective majors and specializations easily, conveniently and with fully acquired self-confidence.

- The Study Program

The study duration at the colleges of technology is to be for two years for the obtaining of the Diploma Certificate, three years for the acquisition of the Higher Diploma Certificate and four years for the attainment of the Bachelor’s Degree taking into consideration that the multi-tier study mechanism is in application at the colleges of technology whereby students are awarded certain certificates upon the completion of certain levels pursuant to the following echelons:

- The Diploma Certificate necessitates two academic years
- The Higher Diploma necessitates three academic years
- The Bachelor’s Degree necessitates four academic years

*The Organizational Structure*

The Higher College of Technology falls under the direct supervision of the Ministry Of Manpower which sees to it that the Council of Trustees is established and the Council, in its turn, sets up the general policies of the seven colleges of technology and follows through the full implementation of such policies. The following diagram lays out the organizational structure of the colleges of technology:
*The Orientation/Induction Program for New Staff on Board*

This is the process pursued to welcome fresh employees and it is meant to provide such employees with some fundamental information about the college, the nature of work there, the college administration’s missions and its regulatory bylaws and statutes. As well, the Program seeks to brief the new staff on the college’s organizational structure whilst furnishing them with some information they require at the commencement of their career path at the college and, meanwhile, answering their questions and inquiries which takes place through coordination between the Department of Human resources and the academic departments as well as the other departments.

*Performance Appraisal and Professional Development*

The Higher College of Technology diligently and persistently endeavors to provide its staff with adequately sufficient support thereby ensuring top notch performance of their job description requirements with full efficiency and competence. No wonder the employees’ immediate bosses discuss annual appraisal reports directly and transparently with them, thereby shedding spotlights on areas for potential professional development, improvement and training so that necessary procedures may be taken to create professional development opportunities for staff and employees.

*Regulatory Bylaws and Statutes*

All the Higher College of Technology staff and employees are affiliated to the Ministry of Manpower. Consequently, staff and employees appointed through the civil service echelons are subject to the Civil Service Act and its executive bylaws whereas those hired through recruitment agencies to which are entrusted lecturers’ and technicians’ procurement activities fall under the Omani Labor Act, as well as the employment contracts signed with the recruitment agencies.
*Work Mechanisms*

As per item number 58 of the regulatory bylaws pertaining to the colleges of technology, the Minister is the one who determines work hours, study commencement and end dates, field practicum schedules as well as the final examinations’ and holidays’ dates for each and every academic semester whereby all week days are college days except Fridays and Saturdays in addition to statutory holidays. Meanwhile, daily work hours start at eight in the morning and end at eight in the evening.

*Quality Control Mechanisms*

All colleges of technology affiliated to the Ministry of Manpower are subject to the technological education quality control mechanisms thereby ensuring that all qualifications awarded by these colleges are in full compliance with the academic criteria in place. As per an administrative decree, the dean of the Higher College of Technology has set up an ad hoc committee tasked with the mission of verifying the strict adoption of the quality control criteria.

*Health, Safety and Environmental Security*

Acting on full awareness of, and keenness on, providing a secure environment for the College’s students, staff and employees to enable them all to perform whatever job description duties they shoulder, and as per an administrative decree, the Higher College of Technology has set the Health, Safety and Environmental Security Committee that seeks the full implementation of the plan and policy set for it within the framework of the regulatory bylaws meant with the vocational safety and health measures in application at such foundations and establishments that are subject to the Omani Labor Act passed as per the Ministerial Decree Number 286/2008. Meanwhile, the Committee in question ensures also the full adoption of the health, safety and environmental security policies at the college through coordination with heads of department and center in charge thereof. Furthermore, the Committee, as well, takes upon itself the task of appraising the status quo at the College insofar as the health, safety and environmental security issues are concerned while coming up with plans and policies meant to conquer and surmount challenges besides looking into the extent to which the health, safety and environmental security issues are acted upon at the academic departments and centers.
in addition to forwarding proposals concerning any amendments to be made unto the College’s statutes and policies insofar as the cementation of the health, safety and environmental security is concerned.

**Fourth: Facilities and Services Available at the College**

*Administrative Services*

This meant to have restaurants that furnish nutrition services at reasonable prices, providing sports courts and playgrounds for sports and hobbies in addition to establishing mosques and prayer rooms for men and women.

*Educational Services*

This implies the availability of a library containing numerous academic research references and sources side by side with a section mean with the provision of diverse educational means and materials used in teaching. This comes in addition to creating a wireless connection network throughout all the College’s perimeters and campus.

*Medical Services*

This involves the availability of two medical clinics that provides first aid facilities while transferring complicated medical cases to the hospitals affiliated with the Ministry of Health.
Fifth: Procedures to Bear in Mind, Take unto Consideration and Act upon

*Being on-the-job

- The Ministry of Manpower passes the appointment decrees for the appointed employees through the civil service echelons whereas the recruitment agencies entrusted with the procurement of lecturers and technicians sign the labor contracts between such agencies and the employees affiliated with them.

- Appointed employees are to check with the Human Resources Department for the purpose of filling out the form concerned with the employees’ personal data and details and turning in copies of their academic credentials and practical expertise.

- The Assistant Dean for Admin and Finance shall sign the appointed employees’ affidavits of being on-the-job at the departments or centers they are assigned to.

- The respective head of department or center needs to sign his/her employees’ being on-the-job forms and return them to the HR department.

*Obtaining Higher Qualifications while being on-the-job

- Employee obtaining such qualifications are to forward their applications, together with copies of their obtained qualifications to their immediate bosses asking for the appointment at higher cadres.

- Immediate bosses shall refer such applications to the Assistant Dean for Admin and Finance for the application consideration then the applications are to be referred to the General Manager of Admin and Finance Affairs via the College’s Dean Office should they be sanctioned prior to such referral.

- In case of obtaining the approval of the General Manager of Admin and Finance, then the applications in their entirety shall be referred to the Financial Affairs Bureau to ascertain the availability of sufficient funds (those employees appointed through contracts with recruitment agencies or private contract shall be excluded from such procedure).
- Should sufficient funds be available, head of unit shall be written to concerning the obtainment of the approvals in question and the Ministry of Civil Service shall be addressed for final consents in this connection.

- In case of obtaining the final consents, decrees of appointment at higher financial echelons shall be passed.

*Salary Remittances unto Banks*

- Employees are to submit applications to the Assistant Dean for Admin and Finance asking for salary remittance unto banks. Such applications shall elaborate on name of the bank, account number, as well as copies of the bank card and the appointment decree.

- Applications in question shall be referred to the Financial Affairs Department for necessary actions to be taken insofar as writing to the Ministry for the purpose of remitting the applicants’ salaries unto the banks asked for.

- Remitting salaries unto the banks in question are to continue until the employees have already handed in originals of acquittance or release certificates from their concerned banks should they be desirous of remitting their salaries unto other banks.

*Salary Statements and To Whom It May Concern Affidavits*

Employees appointed through the civil service echelons may obtain salary statements and to whom-it-may-concern affidavits from the Personnel Affairs Bureau whereas those employed through contracts the recruitment agencies may obtain such certificates/affidavits from their respective employers.

- Employees filing for such documents may check with the Human Resources Department so as to fill out either form in question.

- Applications are then to be transferred to the Personnel Affairs Bureau for the is-
issue of the documents being asked for which are then to be ratified and referred to the College.

- Applicant employees need then to check with the Human Resources Department to collect their applications duly done.

*Overtime Pay Mechanisms

- Prior to the commencement of each and every academic semester the College dean is to write to the Director General of Technological Education for the purpose of obtaining the approval of Her Excellency the Undersecretary for Technological Educational and Vocational Training concerning the disbursement of the overtime pay for all the academic and admin employees whose job description requirements at their respective workplaces necessitate shouldering more burdens due to the College’s understaffing circumstances.

- Following the obtainment of the approval of Her Excellency the Undersecretary, the employees concerned are to fill out the overtime pay forms and have them ratified by their immediate bosses as well as the next higher bosses by the end of each and every month.

- By the end of each and every academic semester, the overtime pay forms need to be sent to the General Manager of Technological Education and from thence to the General Manager of Admin and Financial Affairs for the subsequent disbursement of the overtime pay entitlements.

*Dispatches

Dispatches are made available to all employees appointed at the College. However, this depends on the requirements of the work.

- Employees concerned are to check with the Human Resources Department for the purpose of filling out the dispatch forms (inside and outside the Sultanate).

- The forms then need to be sanctioned by the College dean or whoever is deputized by him (Assistant Dean for Admin and Finance)
- The forms would consequently be forwarded to the General Manager for Technological Education for approval.

- The forms in question shall then be dispatched to the Admin Affairs Bureau for information about the accommodation.

- The forms are henceforth referred to the Personnel Affairs Bureau for the purpose of passing the dispatch decrees.

- The forms shall subsequently be submitted to the General Manager of Admin and Financial Affairs for the purpose of ratifying the decrees.

- The decrees in question are hence to be transferred to the Financial Affairs Bureau for the disbursement of the required financial entitlements.

- Should the dispatch case be an overseas one or Dhofar governrate, then the travel agency would take charge of reserving the employee’s travel ticket.

- The Purchase Bureau at the Ministry is subsequently to deliver the ticket to the concerned employee and the purchase order is consequently issued.

- The would-be-dispatched employee ought then to check with the Financial and Admin Affairs Department in case there is any problem regarding the disbursement of the financial entitlements inclusive of accommodation or otherwise.

*Scholarships*

Scholarships are restricted to Omani employees appointed through the civil service echelons, according to the ministry plans and policies.

- The employees concerned are to check with the Human Resources Department for the purpose of filling out the dispatch forms (inside and outside the Sultanate).

- The forms in question are then sanctioned by the College dean or whoever deputized by him (Assistant Dean for Admin and Finance).

- The forms shall consequently be forwarded to the General Manager of Technological Education for approval.
- Such forms would then be dispatched to the Admin Affairs Bureau for information about the study.

- The forms shall henceforth be referred to the Personnel Affairs Bureau for the purpose of passing the dispatch decrees.

- The forms are subsequently submitted to the General Manager of Admin and Financial Affairs for the purpose of ratifying the decrees.

- The decrees in question shall henceforth be transferred to the Financial Affairs Bureau for the disbursement of the required financial entitlements.

- The employees’ travel tickets (and his family according the ministry law) are to be reserved through the travel agency provided such tickets are valid for one year.

- The Purchase Bureau at the Ministry shall subsequently deliver the ticket to the concerned employee.

- The would-be dispatched employee ought then to check with the Financial and Admin Affairs Department in case there is a problem regarding the disbursement of the financial entitlements.

*Job Title Changes*

- Employees desirous of changing their job titles shall present their applications in this connection to their immediate bosses asking for such changes whilst attaching copies of the scholastic credentials thereof.

- The applications in question are then to be transferred to the Assistant Dean for Admin and Financial Affairs who would consequently look into them and, thereafter, submit such applications to the general Manager of Technological Education through the College Dean after obtaining his approval.

- Such applications would be dispatched to the Personnel Affairs Bureau via the General Manager of Admin and Financial Affairs for consideration thereof pursuant to the Civil Service Act and its executive bylaws.

- Should consent be subsequently attained then subject in its entirety is to be referred
to the Ministry of Civil Service for the purpose of obtaining their approval and passing the decrees relevant to the suggested job titles.

- In case of disapproving the applications in question, reasons for such disapproval shall be communicated accordingly.

*Changing job Titles to Teaching Cadres*

- Omani employees desirous of changing their current job titles to teaching cadres are to present applications in this respect to their heads of department or center asking for such changes in accordance with the following terms and conditions:

  o For technicians and trainers:
    
    » The obtainment of the Bachelor’s Degree scoring (very good) and as full-time attendance students, or the equivalence thereof, in the academic major or specialization in which they seek teaching.
    
    » Employment as technicians or trainers for a period of time no shorter than seven years of which a minimum of two years of employment as such following the attainment of the Bachelor’s Degree.
    
    » Scoring 5.5 on the academic IELTS or the equivalence thereof.

  o For the admin staff:
    
    » The obtainment of the Master’s Degree in the academic major or specialization in which they seek teaching.
    
    » Scoring a minimum of (very good) at the Bachelor’s level.
    
    » Employment in an admin position for a minimum of two years as such following the attainment of the Master’s Degree.
    
    » Scoring 6.5 on the academic IELTS or the equivalence thereof.
- The immediate bosses need then to submit their recommendations to this effect to the College dean through the Assistant Dean.

- The College Dean would subsequently forward the subject in its entirety to the General Manager of Technological Education who, in his turn, would set up a committee for the purpose of interviewing the applicants thereof.

- The committee in question shall interview the applicants and attend experimental lectures in one of the specialization areas or subjects.

- The committee would subsequently present its recommendations, whether approving or disapproving the applications, to the General Manager of Technological Education who, in his turn, would refer the recommendations in question to Her Excellency the Undersecretary for Technological Education and Vocational Training.

- Applicants whose cases have been approved shall undergo a one academic semester probationary period.

*Telephone Allowance Bonuses and subsidies*

Employees appointed through the civil service echelons (from the fourth cadre upwards) are entitled to telephone allowance bonuses and subsidies based on the echelons at which they are appointed whereas employees who are appointed via contract with recruitment agencies are not entitled to such allowance bonuses and subsidies.

- Employees in entitlement of the allowance in question shall submit their applications to the Assistant Dean for Admin and Financial Affairs asking for the obtaining of the telephone allowance bonuses and subsidies. Enclosed with such applications would be copies of their personal identity cards, the appointment decrees, and messages from the Communications Center proving that the telephone numbers are registered under such employees’ names.

- The applications in question need to be subsequently submitted to the personnel manager Affairs through the College assistant dean.
In case of approval, decrees are to be passed in this concern.

*Previous Service Annexations*

Employees already appointed through recruitment agencies may annex their previous service periods (if any) to the civil service employees’ retirement fund provided that the period of the previous service more than one year.

- Employees need to file applications with the Assistant Dean for Admin and Financial Affairs for the obtainment of service annexation. Included unto such applications are copies of the personal identity cards, the appointment decrees as well as messages from the Social Insurances elaborating on the period sought for annexation.

- Applications shall next be forwarded to the personnel manager Affairs through the College assistant dean.

- In case of approval thereof, the appropriate decrees shall then be passed in this respect.

*Job Resignations*

For the purposes of securing and guaranteeing the teaching process stabilization throughout academic semesters, lecturers and technicians’ resignations may not be approved during any of such semesters. Employees desirous of submitting their resignations need to do the following:

- Employees in question shall present their resignations to their immediate bosses one month prior to the end of the semester for those appointed contracts with recruitment agencies and two to three months for those appointed via the civil service echelons.

- Immediate bosses would then forward their recommendations as to whether, or not, to accept such resignations, to the Assistant Dean for Admin and Financial Affairs.
- The Assistant Dean for Admin and Financial Affairs is to consequently look into the applications in question and is to refer the same to the College dean for approval or disapproval.

- For employees appointed through the civil service echelons:
  
  » Should the dean consent to the resignation applications, then cases are to be referred to the General Manager of Technological Education who, in his turn, would take the actions required for the purpose of obtaining the final approval of Her Excellency the Undersecretary for Technological Education and Vocational Training.
  
  » In case of approval thereof, the whole subject shall subsequently be referred to the General Manager of Admin and Financial Affairs for the implementation of necessary procedures and ratifying the resigning employees’ applications.

- For employees appointed via contracts with recruitment agencies:
  
  » Should the dean consent to the resignation applications, then cases are to be referred to the General Manager of Technological Education for the purpose of obtaining the final approval of such resigning employees’ applications.
  
  » In case of approval thereof, the whole subject shall subsequently be referred to the General Manager of Admin and Financial Affairs for the implementation of necessary procedures and ratifying the resigning employees’ applications.

- The Human Resources Department would henceforth notify the employees in question whether, or not, their resignation applications have been accepted.

- Such resigning employees are thence required to check with the Human Resources Department to collect the decrees passed to this effect and to implement the procedures required for their release as well as the exit interview should their resignation applications have been accepted.
*Annual Leaves / summer leaves

Summer vacation leaves are to be determined as per a ministerial decree for those employees appointed through the Civil Service Act. As for employees appointed via contracts with recruitment agencies, they are entitled to an all-inclusive pay routine leave for a period not exceeding thirty days unless such employees have already consumed their routine leaves for the same period of time determined for those employees appointed through the Civil Service Act as per the ministerial decree.

- Employees in question shall fill out leave application forms and present them to their immediate bosses for the purpose of obtaining their approval.

- Such forms are then to be transferred to the Human Resources Department to ascertain the leave balance and the extent to which the employees are entitled to the leaves they are applying for.

- The forms would consequently be referred to the Assistant Dean for Admin and Financial Affairs for ratification thereof.

- Following the attainment of such ratifications, employees may embark on the leaves they have asked for.

- Employees on vacation need to notify the Human Resources Department upon the end of such leaves.

*Sick Leaves

Employees appointed through the civil service echelons-who come up with sickness proof- are entitled to sick leaves the total number of which may not exceed one year for every five years to be calculated with effect from the date of their first sick leaves exceeding seven days. However, employees appointed via contracts with recruitment agencies-who come up with sickness proof-are entitled to sick leaves the total number of which may not exceed ten weeks throughout any year whether such sick leaves are consecutive or disrupted.
- Employees embarking on sick leaves shall submit such leaves, duly stamped by the seal of the Ministry of Health, to their immediate bosses.

- Immediate bosses in question are to refer the submitted sick leaves to the Human Resources Department which, in its turn, would write to Ministry in this regard.

- In case of employees obtaining their sick leaves from outside the Sultanate, then such leaves are to be consented to by the granting bodies or entities thereof and the foreign ministry in the countries granting the leaves in question as well as the embassy of the Sultanate of Oman in such granting countries and, subsequently, the ratification of the Ministry of Health in the Sultanate.

- The Personnel Affairs Bureau needs to be advised of the return date of employees whose sick leaves have exceeded seven days.

*Emergency Leaves*

Employees appointed through the civil service echelons are entitled to emergency leaves with full salary payment for a period of five days per year and they may obtain five other days of such leaves for force majeure pending the approval of unit chief. Meanwhile, employees appointed via contracts with recruitment agencies are entitled to emergency leaves with full salary payment for a period of six days per year provided the period for each of these leaves may not exceed two days per one leave.

- The employees embarking on the leaves in question shall fill out the leave request form and submit such form to their immediate bosses for the purpose of obtaining their approval thereof.

- Immediate bosses in question would subsequently refer the presented leave applications to the Human Resources Department which, in its turn, shall ascertain the extent to which the applicant employees are entitled to the leaves they are asking for.

- The forms are then to be forwarded to the assistant dean for Admin and Financial Affairs for final ratification and the Ministry shall be written to in this connection.
As for the employees appointed through the civil service echelons who are desirous of obtaining yet another emergency leaves, they would have to submit written applications to the Human resources department so that it may address the Ministry which, in its turn, is to seek the unit chief’s approval to this effect.

*Private Leaves

Only employees appointed through contracts with recruitment agencies are entitled to private leaves with full salary payment in the following fashion:

» Three days in cases of marriage for only once throughout their whole period of service.

» Three days in cases of demise of sons, daughters, mothers, fathers, grandparents and siblings.

» Two days in cases of demise of uncles and aunts.

Employees entitled to such leaves shall fill out the leave request form and submit such form to their immediate bosses for the purpose of obtaining their approval.

The submitted form is subsequently referred to the Human Resources Department which, in its turn, shall ascertain the extent to which such applicants are entitled to the leaves they are asking for.

The form in question would consequently be sent to the Assistant Dean for Admin and Financial Affairs for final ratification and the Ministry would have to be addressed to this effect.

*Patient Escort Leaves

Only employees appointed through the civil service echelons are entitled to patient sick leaves with full salary payment for a period not to exceed fifteen days and for thirty more days pending unit chief’s approval.
- Employees requesting such escort leaves shall present their applications to their immediate bosses for the purpose of obtaining their approval that they may go on the patient escort leaves they are applying for.

- The Human Resources Department needs to be written to concerning such employees’ applications and their right to embark on the leaves in question.

- Upon such employees’ return from their asked for leaves, they shall notify the Human Resources Department and would need to attach with their previously submitted applications (for patient escort) certificates which are issued from the hospitals where their patients were treated elaborating on the patients’ names and which are duly sanctioned by competent authorities, together with copies of such employees’ passports, following their return, in case treatment has occurred outside the Sultanate.

- Such employees’ request shall be forwarded to the Assistant Dean for Admin and Financial Affairs so that the Personnel Affairs Bureau may be written to thereby taking the procedures required for the issuance of the leave decree.

- Patient escort leave will not be considered if it is less than two days.

*Spouse Escort leaves*

**Only** employees appointed through the civil service echelons are entitled to spouse escort leaves (should they be dispatched on missions, scholarships, or training courses or in case they have been seconded or transferred outside the Sultanate) with full salary pay for periods no shorter than six months.

Employees applying for the leaves in question shall submit their applications in this connection to their immediate bosses for the purpose of obtaining their approval to this effect.

Such immediate bosses would subsequently refer the submitted applications to the Human Resources department which, in its turn, shall ascertain the extent to which the applicant employees are entitled to the leaves they are asking for.

The applications in question are to be consequently dispatched to the Assistant Dean
for Admin and Financial Affairs so that the Personnel Affairs Bureau may be written to thereby taking necessary procedures towards the passing of the leaves applied for.

Employees going on such leaves need to notify the Human Resources Department upon their return thereof.

*Hajj Leaves*

Employees appointed through the civil service echelons are entitled to leaves for the performance of the Hajj divine precept for a period of twenty days (only once throughout their period of service) whereas employees appointed via contracts with recruitment agencies are entitled to leaves to perform the Hajj divine precept for a period of fifteen days (only once throughout their period of service).

- Employees performing the precept in question shall submit their applications in this connection to their immediate bosses for the purpose of obtaining their approval thereof while elaborating on the leaves’ length of time (from/to).

- Following approval, the immediate bosses in question are to refer such applications to the Human Resources Department which, in its turn, would have to ascertain such applicants’ entitlement to the leaves they have applied for.

- Applications are then to be forwarded to the Assistant Dean for Admin and Financial Affairs who would, subsequently, write to the Personnel Affairs Bureau so that the necessary procedures may be taken towards the issuance of the leaves’ decrees.

- Employees on such leaves shall notify the Human Resources Department upon their return from their leaves. To their notifications, returning employees shall attach copies of their passports elaborating on the dates of their entry into, and exit from, the Kingdom of Saudi Arabia.

*Maternity Leaves*

Female employees are entitled to pre-childbirth and post-childbirth leaves with full salary pay for fifty days provided such leaves are granted to the female employees appoint-
ed through the civil service echelons for a maximum number of five times throughout their period of service whereas the leaves in question are granted to female employees appointed via contracts with recruitment agencies for a maximum number of three times throughout their period of service.

- The female employees embarking on maternity leaves shall submit their applications to their immediate bosses for the purpose of obtaining their approval thereof. Attached to applications submitted would have to be hospital messages, the children’s birth certificates or the children’s death certificates in case of demises.

- Immediate bosses in question would refer the applications in question to the Human resources Department which would have to ascertain the applicants’ entitlement to the leaves they have applied for.

- The maternity leaves need to be subsequently forwarded to the Assistant Dean for Admin and Financial Affairs who, in his turn, is to write to the personnel Affairs Bureau where the necessary procedures towards the issuance of the leave decrees may be taken.

*Iddat (Woman’s Period of Abstinence from remarriage) Leaves*

Female employees whose husbands have recently passed away are entitled to iddat leaves stipulated upon under the shariah (the Muslim code of religious law) with full salary pay for a period of four months and ten days effective from the date of death.

- The female employees in question shall submit applications to their immediate bosses for the purpose of obtaining such leaves. To their applications such women would have to attach messages from the area sheikhs, husbands’ death certificates and copies of the marriage contracts.

- Immediate bosses are subsequently to refer the submitted applications to the Human Resources Department and, from thence, to the Assistant Dean for Admin and Financial Affairs so that the Personnel Affairs Bureau may be written to for the
purpose of passing the leaves with the periods of time granted to this effect.

*Exceptional Leaves/Leaves without Pay

Employees appointed through the civil service echelons are entitled to exceptional leaves/leaves without pay for periods not exceeding one year renewable for a maximum of four years throughout their period of service whereas employees appointed via contracts with recruitment agencies are entitled for exceptional leaves/leaves without pay for periods of time to be determined solely by the College dean.

- Employees desirous of going on the leaves in question shall submit their applications to their immediate bosses for the purpose of obtaining their leaves (two months prior to the date of starting such leaves) elaborating on the duration of such leaves and the reasons for asking for them.

- The immediate bosses would then forward their recommendations, whether in approval or disapproval thereof, to the Assistant Dean for Admin and Financial Affairs.

- The Assistant Dean for Admin and Financial Affairs is subsequently to look into the applications in question and present them to the College dean for acceptance or repudiation.

- For employees appointed through the civil service echelons:
  » Should the dean sanction the employees’ applications, such applications shall be dispatched to the General Manager of Technological Education so that the necessary procedures may be taken towards the obtainment of the final consent from the unit chief.
  » In case of approval, the subject shall be referred to the personnel manager for the implementation of the necessary measures
  » in case of Omani employees, the subject in its entirety will be transferred to the Civil Service Employees’ Retirement Fund for the payment of the
entitlements owed by the employees thereof.

» Decrees for the requested leaves shall be passed accordingly and the employees become subsequently entitled for the leaves they have previously applied for.

- For employees appointed via contracts with recruitment agencies:

  » In case of the dean sanctioning the leaves in question, the subject is to be referred to the agencies through which such employees have been appointed so that they may take their own procedures.

- Employees in question would be notified of accepting or declining their application through the Human Resources Department.

- Employees on such leaves shall notify the Human Resources Department upon the return from their leaves.

*Examination Writing Leaves

Employees appointed through the civil service echelons are entitled to leaves enabling them to write their examinations with full salary pay for a period not exceeding the examination period itself whereas Omani employees appointed via contracts with recruitment agencies are entitled to such leaves with full salary pay for a period of 15 days per year.

- Employees desirous of obtaining the leaves in question submit their applications to this effect to their immediate bosses for the purpose of obtaining their approval to the examination writing leaves. To their applications, such employees would need to enclose to whom-it-may-concern messages issued from the entities or bodies at which the employees in question would be writing their examinations, and copies of the examinations’ timetables elaborating on the periods of time during which such examinations are to take place.

- Immediate bosses are to refer submitted applications to the Human Resources Department which needs to ascertain the extent to which such applicants are entitled to the leaves they are asking for.
- The applications in question would subsequently be forwarded to the Assistant Dean for admin and Financial affairs which, in its turn, would write to the Personnel Affairs Bureau requesting that the leave decrees issued following the presentation of such employees’ pass certificates. In case of such employees failing their examinations, then the periods of them being away from their respective workplaces shall be deducted from their total balance of vacation days or it will be considered as a leave without pay.

*The Sultanate’s Representation leaves*

Employees, who have been nominated for participations in activities and ceremonies, whether such employees are appointed through the civil service echelons or contracts with recruitment agencies, are entitled to leaves with full salary pay for the purpose of representing the Sultanate.

- Employees in question shall submit to their immediate bosses for the purpose of obtaining their approval to the Sultanate’s representation leaves.

- Such immediate bosses are then to refer the submitted applications, elaborating on the participation periods of time, to the Human Resources Department.

- The applications would subsequently be forwarded to the Assistant Dean for Admin and Financial Affairs who, in his turn, would write to the Personnel Affairs Bureau requesting that the leaves asked for passed.

- Employees on such leaves shall notify the Human Resources Department upon their return from their leaves.
Sixth: Addition and/or Amendment Suggestions and Proposals

The Higher College of Technology diligently encourages and persistently motivates all its employees to come up with their suggestions and proposals which might contribute to the amelioration and development of the contents of this booklet. Therefore, you are kindly invited to photocopy these pages and to add your suggestions and/or proposals in the box provided hereunder and provide the Human Resources Department with such invaluable feedback accordingly.

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<th>Employee’s name:</th>
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<td>Suggestions and/or proposals to make:</td>
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We highly appreciate your valuable inputs and we sincerely wish you all ever-growing success in your career life and good luck with all your future pursuits.