

Prepared by the legal researcher: Hussein Al Blushi

(Leaves According to the Civil Service Law)

Type of Leave	Duration of Leave	Leave Period	Sort of leave	Supporting Documents	Salary	Beneficiary	Remarks
Regular	Not less than 75%, unless work requires other than this.	Throughout service	continued, or separate	-	Full	Citizen & Resident	<ol style="list-style-type: none">1. It may not be obtained until after 6 months from the date of recruitment.2. The days of official leaves announced by the official authorities are added to the employee's balance, whether that occurs at the beginning, middle, or end of the regular leave,3. The weekly leave is not treated so.

							<p>4. An employee whose service expires, has the right to get cash for his/ her regular leave till the end of service.</p> <ul style="list-style-type: none">▪ The employee does not deserve a regular leave for the following reasons: <ol style="list-style-type: none">1. Imprisonment term.2. The period during which the employee is on study leave, or special leave without salary3. The period of suspension from work that exceeds 3 months, if convicted (guilty).
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							<p>4. The period during which the employee is on secondment in a body that does not belong to the State's administrative concern</p> <p>5. The period during which the employee is on a full-time scholarship, or training course that exceeds 9 months.</p>
Emergency	5 days	From Jan. 1st to Dec. 31st. each year	continued, or separate	-	Full	Citizen & Resident	In order to be granted, there must be an emergency circumstance the employee does not know of its occurrence.

Emergency/ Ministerial	5 days	From Jan. 1st to Dec. 31st. each year	continued, or separate	Availability of supporting document	Full	Citizen & Resident	(Five days) of the first emergency leave must be taken.
Sick leave	7 days	-	continued, or separate	Accredited medical testimony	Full	Citizen & Resident	<ul style="list-style-type: none"> ▪ It must be issued by an official authority, according to the decision of the Ministry of Health, Otherwise, only 3 days are considered. ▪ If results from a work injury, full salary is granted without being restricted to 5 years. ▪ If it lasts for more than 12 months, a medical committee should interfere to decide or assign works that suit his condition or lack of fitness. ▪ gets this salary till recovering, with stabilized
	6 months	every 5 years	continued	Accredited medical testimony	Full	Citizen	
	12 months			Accredited medical testimony	¾ basic salary with all		

	More than 12 months				allowances $\frac{1}{2}$ basic salary with full allowances		<p>condition and returns to work.</p> <ul style="list-style-type: none"> ▪ If it is from outside the Sultanate, it must be approved by the Omani embassy and Ministry of Exterior. ▪ Nature of work allowance might be deducted.
Accompanying a sick person	45 days	3 times a year	continued	medical testimony to the patient, or what proves accompanying him	Full	Citizen	<ul style="list-style-type: none"> ▪ The patient is hospitalized. ▪ Should be a husband, or relative of the first or second degree. ▪ This is not required for treatment outside the Sultanate.

Studying	Duration of study	The study period	continued	Proof of his registration in studying	Full	Citizen	Articles (109 to 112) of the Bylaws
Having a test	Duration of test	test period	continued	Proof of his registration in studying	Full	Citizen	<ul style="list-style-type: none"> ▪ If the test is outside the Sultanate, 5 travel days will be added. ▪ The educational institution must be accredited in the Sultanate. ▪ It is granted once for each exam (see Article 113) of the Bylaws.
Athletic or Cultural participation	Duration of participation	-	continued	Full	proof of participation	Citizen	Article (108) of the Bylaws
No salary leave	4 years	Throughout the service	continued	-	no salary	Citizen	Granted for less than one year: renewable.

Special sick leave	18 months	-	continued	medical testimony	Full	Citizen	<ul style="list-style-type: none"> A work injury with a temporary disability. Not included in sick leaves.
Pilgrimage	20 days	Throughout the service	continued	Proof of the organizing committee and religious affairs.	full	Citizen & resident	<ul style="list-style-type: none"> Muslims only
Sort of leave	Duration	Period	Entitled to take leave	Necessary supporting documents	Salary	Beneficiary	Remarks
Accompanying husband	at least 6 months	-	continued	proof of accompanying husband	no salary	Citizen	<ul style="list-style-type: none"> should be submitted a month ahead.- -Granted to a husband in a scholarship, study, course or delegation, or selected on behalf of a certain body.

Maternity leave	50 days	upon giving birth	continued	baby's birth certificate	full	citizen & resident	<ul style="list-style-type: none"> ▪ 5 times only ▪ The employee can take 10 days before giving birth.
Motherhood	365 days	after giving birth leave	continued or not continued	-	no salary	Citizen	<ul style="list-style-type: none"> ▪ Submitted within one year of the expiry date of the maternity leave ▪ Full duration (365) days is not required ▪ It is not required to be taken immediately after the maternity leave
Idda Leave	4 months + 10 days	upon death of husband	continued	certificate of husband's death	Full	Citizen & resident	<ul style="list-style-type: none"> ▪ for female Muslims only

Remarks:

- Compensation is for leaves-religious and national occasions- if coincide with a regular vacation.
- The employee is granted a leave with full salary for weekends, holidays and religious occasions.

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- The date of the leave -religious and national occasions- may be modified if the public interest so requires.
- If any of the two days of the weekend or both fall(s within the days of official holidays, compensation is made for each day (day for day).
- If the work requires that the employee does not take the weekly leave, or the holidays and occasions, vacation, he/she must be compensated for by alternate days at a later time or by a cash allowance equals the amount of a two-day salary from his whole salary for each day (provided) that his work during it is mandated by the Head of the unit or whomever represents him.

References:

- The Civil Service Law promulgated by Royal Decree No. 120/2004 Chapter Ten (Work and Vacation Times) (from Article 60 to Article 89)
- Civil Service Law Executive Regulations Chapter Ten (Leaves) from No. (9/2010) from Article (97) to Article (115).
- Royal Decree No. (76/96) and No. (27/2006)