



PRINCE SULTAN MILITARY MEDICAL CITY, RIYADH
HUMAN RESOURCES – INTERNATIONAL RECRUITMENT
SUMMARY OF BENEFITS

PRE-EMPLOYMENT MEDICAL EXAM: All approved candidates must have a medical examination conducted and confirmed as “**medically fit**” for employment before the Contract of Employment is given or before the entry visa for KSA is granted by the Royal Saudi Embassy. The candidate has to go for initial Security Clearance by PSMMC before arriving to KSA or starting the work at PSMMC.

SALARIES:

• All salaries are paid in Saudi Riyals at the end of each Gregorian month.	
SALARY INCREMENT	<ul style="list-style-type: none">• Employee is entitled to receive a salary increment at 3% of his/her current basic monthly salary according to RMH policy and procedures.• Salary increment is awarded to employee upon re-contracting or after completion of initial contract (2 years), provided that the employee's performance evaluation for the period of one (1) year prior to re-contracting date is with an average ratings of “Very Good” or “higher”.
SEVERANCE PAYMENT	<ul style="list-style-type: none">• PSMMC will pay the end of service award at the time of termination of the employee in accordance with the terms and conditions of the Labour Law.

CONTRACT DETAILS:

CONTRACT STATUS	Family:1) Grade 1 to 7, Male and Female Only (for Married marital status). <ul style="list-style-type: none">• Single: 1) Grade 1 to 7 Male (Un-Married). 2) Grade 8 to 17 Male. 3) Female staff. 4) Locum staff.
CONTRACT RENEWAL	<ul style="list-style-type: none">• Renewable on a yearly basis upon the evaluation of the employee and agreement of both parties (PSMMC and Employee).
AGREED DEPENDENTS	<ul style="list-style-type: none">• Employee with “Family Contract Status” is entitled for agreed dependents: wife and maximum of two (2) children up to the age of 18 years old.• Upon his / her 18th birthday, agreed dependent child and those in full-time employment ceases to be eligible as agreed dependent (adopted and stepchildren will not be considered as agreed dependents).• Agreed dependents must be clear from major diseases in order to be named in the Contract of Employment.

HOURS OF WORK:

STANDARD WORKING HOURS	<ul style="list-style-type: none">• Employee is required to work forty eight (48) hours per week (exclusive of meal breaks).• This is the standard working hour per week and would include staff on clinical duties on work shift and night duty, where applicable.
OVERTIME	<ul style="list-style-type: none">• Authorized by the Head of Department and approved by PSMMC Management payable to employees on Grade 8 to 13 at the rate of 1.5 (time and one-half), if the Department Head is



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	unable to grant the employee a compensatory time in lieu of overtime payment.
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LEAVE:

ANNUAL LEAVE	<ul style="list-style-type: none">• Employee is entitled to a paid vacation leave of 49 days (7 weeks) inclusive of public holidays per contract year.• All staff is expected to complete 90 days probationary period before taking their first leave (accrued leave only).• Only up to maximum 45 days not taken in any year maybe accrued and transfer to the following year.
COMPASSIONATE LEAVE	<ul style="list-style-type: none">• Paid compassionate leave will be restricted to one (1) week (44) hours seven consecutive days from the date of death of immediate family member.• Immediate family members are defined as follows: (Parents, wife, children, sisters, brothers and parents-in-law of agreed dependent spouse) and is limited to one occasion per contract year.
SICK LEAVE	<ul style="list-style-type: none">• Upon certification from a doctor approved by PSMMC, provision to sick leave is allowed with full pay for the first 30 days and sick leave with three-quarters pay for the next 60 days.• Unused sickness entitlement will not accrue and will not be paid.• No sickness payment will be made for sickness and injury incurred while on leave.• Sickness may not be taken out of Kingdom.
STUDY LEAVE	<ul style="list-style-type: none">• There is no provision for education / professional study leave on certain grades and it is granted at the discretion of PSMMC.• Employee must complete two (2) years of service before he/she qualifies for study leave and will not normally exceed ten (10) working days in any one contract year.

ALLOWANCES:

EDUCATIONAL (Consultant Only)	<ul style="list-style-type: none">• Applicable for employment with "Family Contract Status" whose agreed dependent children are 5-18 years of age (Two children only), payment is provided to each agreed dependent child per employee's contract year as follows:<ul style="list-style-type: none">• <u>Children studying in the State School</u> – An annual allowance at SR.9.000 will be paid for each agreed dependent child. This allowance is to be paid in two parts, in advance, each child.• <u>Children studying in the Private School</u> – Educational fees will be paid up to maximum of SR.36.000 per two children, & up to SR 20.000 if it is one child contract year. Fees are only permissible for school education fees including full board accommodation.• Education allowance must be claimed by the employees and reimbursed by PSMMC on the basis of original receipted and itemized invoices.
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ALLOWANCES cont...:

EXCESS BAGGAGE	<ul style="list-style-type: none"> • Excess baggage allowance : Grade 1 and 3: SR. 500 Grade 4 to 17 : SR. 300 • New hire employee and each agreed dependents (if applicable) for the initial incoming journey to Saudi Arabia. • For terminating employee and resident agreed dependents departing KSA on Exit Visa only receive the freighting allowances as follows: <ul style="list-style-type: none"> • Employee completing up to (2) years contract: SR.500. • Employee completing 3-4 years continuous service: SR.1000. • Employee completing 5 or more years continuous services: SR.1300.
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FLIGHT ENTITLEMENT:

FOR EMPLOYEE	<ul style="list-style-type: none"> • New hire employee should make the reservation, for the initial incoming journey to Saudi Arabia, through Saudi Airlines only and submit by themselves (if they are direct hires) OR (by PSMMC associate agents) the booking details to PSMMC (International Recruitment) minimum five (5) days prior to the expiry date of the ticket in order to issue the ticket for the new hires. • A round trip ticket is credited to employee and agreed dependents (if applicable) from Riyadh to Point of Recruitment for every completed year of service as follows: Grade 1 and 2: First Class Ticket. Grade 3 to 17: Economy (Y) Class Ticket. • Point of Recruitment is the nearest Saudi Embassy / Consulate of the employee's country of permanent residence. • Ticket may be granted to the employee's Point of Origin (nearest International airport from employee's permanent address) when the employee takes holiday to their permanent address. • However, annual leave ticket may be granted in advance after completion of six months of service.
FOR DEPENDENTS <i>(Applicable for employees with family contract status only)</i>	<ul style="list-style-type: none"> • Agreed dependents residing in Kingdom is entitled similar to the Employee. • For agreed dependents residing outside the Kingdom the allowance as follows: <ul style="list-style-type: none"> • Wife: The same as the Husband; i.e. return flight from point of recruitment/origin for each completed year of employee's service. • Children: One (1) lowest cost return flights from of Point of recruitment/origin per contact year. • <u>Note:</u> Agreed dependents reaches 18th birthday, dependent eligibility will be ceased as agreed dependent and he/she will not be entitled for any benefits.
DIRECT HIRE CANDIDATES ONLY <i>(not through agencies)</i>	<ul style="list-style-type: none"> • PSMMC will pay the recruitment expenses for Direct Hire International Contract employees up to a maximum of SR.3.000 (Three thousand Saudi Riyals).



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OTHER BENEFITS:

TRANSPORTATION	<ul style="list-style-type: none"> • Meeting and greeting will be waiting for the employee when first arriving to the airport to accompany them to their residence. • Transportation is provided from all off-site accommodation to the hospital and vice versa.
ACCOMMODATION	<ul style="list-style-type: none"> • Furnished, air-conditioned accommodation is provided free for all employees including dependents. • For employees with “Family Contract Status” the number of bedrooms is based on the number of age of agreed dependents and not according to grade. • It is located within the main hospital compound or in the offsite expatriate compounds / apartments blocks which are approximately 5 to 15 minutes drive from the hospital.
SUBSIDIZED MEALS	<ul style="list-style-type: none"> • These are available in the hospital own restaurants and snack bars. Foods are being paid by the employees and dependents.
MEDICAL SERVICES	<ul style="list-style-type: none"> • Free medical services for employee and his agreed dependents. • Dental treatment and plastic surgery will be provided for emergency cases only. • Wife is not entitled to medical treatment pertaining to Obstetrics, Infertility treatment; delivery and admission to the Hospital are not provided by PSMMC. • All employees including agreed dependents must register with staff health on arrival at PSMMC for medical eligibility.
UNIFORM	<ul style="list-style-type: none"> • Uniforms will be provided on-site for those employees requiring wearing uniforms at work, to include nursing and medical staff and other ancillary departments. • Uniforms will be laundered “free of charge” by PSMMC.
VACCINATIONS	<ul style="list-style-type: none"> • This is not mandatory to all approved candidates prior to their departure for Saudi Arabia for employment. However, medical staff employees and other employees working in the clinical areas may arrange their vaccination / immunization injections with Preventive Medicine department within PSMMC.
CRECHE FACILITIES	<ul style="list-style-type: none"> • Provided for children with the ages of 6 weeks and under 10 years old, whose mother is working in a full time permanent contract for PSMMC. • Parents whose children attend crèche must pay for each child as follows: <ul style="list-style-type: none"> • Permanent Basis: <ul style="list-style-type: none"> • Pre-school age SR.550 per child/month • School age SR.400 per child/month • Temporary Basis <ul style="list-style-type: none"> • Pre-school age SR.150 per child/week • School age SR.100 per child/week
PROFESSIONAL MALPRACTICE	<ul style="list-style-type: none"> • Provision is based as explained in PSMMC Terms and Conditions of Employment available in Personnel Section, Human Resources Department and Employee’s department for reference and based on Saudi Arabian government regulations.