

## DAU 4-22 Employee Business Leave Policy

Policy Code	Policy Name		
DAU 4-22	Employee Business Leave Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Human Resources Directorate	10/2023	10/2027	

### 1. Policy Purpose

This policy governs the rules, regulations and procedures followed in granting, monitoring, and recording employees' business leave.

### 2. Policy Scope

This policy is applied to all DAU's employees.

### 3. Policy Statement

DAU is committed to compensating employees for time spent travelling on official University assignments or missions by providing them with business leave.

### 4. Policy Procedure

- *Eligibility*
  - Employees who are traveling on an official assignment or mission for the University are granted business leave. Business leave requires approval from the Departmental Director/Head and the University Vice-President.
  - Employees must submit an approved Leave Application Form prior to taking business leave. Failure to submit the Leave Application Form will result in the employee's trip being considered an unauthorized absence and appropriate disciplinary action will be taken.
- *Application Procedure*
  - After approval for the business trips, the authorized person in DAU will:
    - Verify the necessity of this business leave and its fitness with the department's/ College leave arrangements and replacements schedule.
    - Verify with HR the details of the Leave Request and check its compliance with the criteria and are within the employee's/ Faculty members roles and responsibilities.
    - Estimate the cost of the Business Leave as following:
      - ✓ For all approved business trips, employees are entitled to tickets (Air-tickets or Train tickets) in economy class. University books and pays the accommodation costs case by case.
      - ✓ Per Diem Allowance inside the Kingdom of Saudi Arabia is 500 Riyals per day including accommodation, transportation, and meals costs.
      - ✓ Per Diem Allowance outside the Kingdom of Saudi Arabia is 1000 Riyals per day including accommodation, transportation, and meals costs.
    - Per Diem Allowance is issued only when approved by CEO and the University Vice-President.
  - After approval from the Executive Director, the cost estimation will be submitted to the Finance Department.
  - After the business leave is finished; the Faculty Member/ employee shall submit a "Back to Office Report" not later than Two weeks after returning from the trip and resuming duties. This report includes:

- ✓ Objective of the trip.
- ✓ Duration.
- ✓ Outcome of the activity.
- ✓ Issues or points for future follow-up.

#### 5.Related Policies/ Documents/ Forms

NA

#### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy