



# Policy on: Compensation Benefit and Leave

October 2024

<b>Perspective</b>	Faculty and Support Staff		
<b>Policy Owner</b>	Director of Human Resource		
<b>Developed By</b>	Mr. Mohammed Al Barwani		
<b>Approval Body</b>	College Board		
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Revision			
	Date	Revised By	Major Changes
<b>Revision 1</b>	29.09.2024	Mr. Mohammed Al Barwani	Procedural Changes
<b>Revision 2</b>			
<b>Revision 3</b>			

## 1. Statement.

This Policy is hereby developed to ensure fair, competitive, and transparent remuneration practices to attract, retain, and motivate employees.

## 2. Policy Purpose.

- 2.1 Attract highly qualified faculty and staff to maintain high educational standards.
- 2.2 Retain existing employees, reducing turnover and associated cost of recruiting and training new staff.
- 2.3 Promote a non-discriminatory work environment where pay and benefits are based on merits and performance.
- 2.4 Ensure compliance with relevant labor laws, regulations and accreditation standards.
- 2.5 Motivate employees to achieve higher levels of performance.
- 2.6 Foster a work culture that supports the College's mission, vision and values.

## 3. Definitions and Abbreviations.

*These are definitions of unfamiliar terms that are to be used throughout the policy. This should be written in alphabetical order.*

- 3.1 **Department:** An administrative body responsible for dealing with certain areas of activities.
- 3.2 **MCBS:** Modern College of Business and Science
- 3.3 **Policy:** A formal document that regulates, governs, guides and coordinates activities, processes and actions. It ensures compliance with quality standards and helps achieve university mission, values, and goals in a systematic manner and with reduced risks.
- 3.4 **Policy Owner:** A department or committee within the college responsible for developing, overseeing, reviewing, and updating the policy.
- 3.5 **Stakeholders:** Individuals and/or entities who should adhere to the policy or who may be affected or governed by this policy.
- 3.6 **College Board:** A group of individuals in an organization who make the rules decisions on strategic matters.

## 4. Stakeholders.

*This section should identify a list of individuals that are required to comply with the policy or are affected by the policy.*

**This policy applies to:** All MCBS Employees

### (a) Remuneration salary scale

Full-time faculty/staff members are paid salary monthly in accordance with the contractual agreement. Salary will be paid directly to the bank account of the employee. Part-time faculty/ staff is paid in cash or a demand draft/ cheque at the end of the teaching term he/she has completed.

### (b) Employees classifications and salary scales

Jobs and positions will be placed in hierarchical order and organed into a series of levels, with salaries assigned to each level to provide a clear foundation for making unbiased decisions related to pay placement and advancement.

### Academic Ranks Classification and Scale

The academic ranks at the Modern College of Business and Science is governed by the Academic Ranks and Promotions Policy, and they as following:

**Professor:** This is the highest rank for faculty members at MCBS. To be eligible for this rank, a candidate must have a PhD in their field of study, at least ten years of teaching experience, and a significant record of scholarly research and publication.

**Associate Professor:** This is a mid-level rank for faculty members at MCBS. To be eligible for this rank, a candidate must have a PhD in their field of study, at least six years of teaching experience, and a record of scholarly research and publication.

**Assistant Professor:** This is the entry-level rank for faculty members at MCBS. To be eligible for this rank, a candidate must have a PhD in their field of study and at least three years of teaching experience.

**Lecturer:** Candidates for this instructor position will have a master's degree and two years of teaching experience.

**Instructor:** This is a rank for instructors who have a bachelor's degree and at least one year of teaching experience.

Associate Deans and Academic HODs and Directors pay is determined in accordance to Academic Ranks & Promotion Policy as well as their administrative duties officiating amounts. Based on Management decision appointed academic HODs can have their administrative duties stipulated in their contracts and their pay is guided by the above table and Sr. Management decision during recruitment.

Salary Scale for the employees are issued as an attachment.

Salary and career progression or lateral movement from administrative to academic requires necessary qualification and relevant experience as stipulated by MCBS Policy and MOHERI appointment conditions.

Starting Salary Package for New Administrative Staff; is as per the country regulations

Standard Allowances for administrative staff:

1. Experience:

For new employees having numerous years of experience: For every year we compensate Ro. 25.000

2. The qualification allowance provided to employees is on the below basis; (this applies for faculty as well)

- Secondary Education Ro. 25.000
- Associate degree Ro. 50.000
- Bachelor degree Ro. 75.000
- Masters degree Ro. 100.000
- PHD degrees Ro. 125.000

MCBS maintains a structured compensation system encompassing basic salary and various allowances, tailored to the employee's grade and role. This system, approved by College Board and the Board of Governance, is regularly benchmarked against market rates to ensure competitiveness and attract/retain talent. Salary adjustments, at the discretion of Senior Management, may occur due to performance appraisals, promotions, market corrections, or attainment of additional qualifications. All new hires are compensated based on the prevailing salary structure at the time of recruitment.

MCBS values employees' pursuit of additional qualifications and offers a 25 OMR increment to the qualification allowance for those who acquire relevant degrees from recognized institutions during their employment.

## Employees Benefits

MCBS offers a comprehensive employee benefits package designed to attract, retain, and motivate talented individuals while ensuring fair and equitable compensation.

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## Benefits Summary:

- **Salary Advance:** New employees may receive an advance of up to 30% of their gross salary to assist with relocation expenses.
- **Gratuity:** Non-Omani employees are entitled to gratuity payments in line with Omani Labor Law, subject to government announcements regarding potential changes to the scheme.
- **Annual Travel Ticket:** Non-Omani employees, their spouses, and up to two children under 18 are eligible for economy-class airfare for annual leave and at the start and end of their contracts.
- **Dependent Benefits:** Employees with family status may receive medical insurance and annual airfare for their spouse and two children under 18.
- **Bereavement Assistance:** Junior employees receive financial support of 400 RO upon the death of an immediate family member.
- **Official Trip Allowances:** Employees are compensated for reasonable expenses incurred during authorized work-related travel.
- **Fuel Reimbursement:** Employees can claim reimbursement for fuel expenses incurred on local official trips at a rate of RO 0.085 per kilometer.
- **Leave:** MCBS offers various types of leave, including annual leave, sick leave, maternity leave, paternity leave, bereavement leave, emergency leave, and unpaid leave.
- **Insurance:** All employees receive accident insurance, and life and medical insurance are provided to eligible employees and their dependents.

This policy aims to provide a supportive and rewarding work environment for all MCBS employees while complying with relevant labor laws and regulations.

## 5. Procedures.

*The procedure section should elaborate on who does what and when. This section outlines the steps that should be taken to implement the policy.*

The following stages are to be followed in proposing or modifying policies:

### 5.1 Procedure for Salary Structure Maintenance

- 5.1.1. Salary scales encompass both basic pay and additional allowances. The specific allowances and benefits provided vary depending on the employee's grade and the nature of their work.
- 5.1.2. The basic pay and various allowances will be in accordance with the salary scale approved by MCBS Senior Management and Board of Governance. The salary scale is maintained by HR Department.
- 5.1.3. Salary changes shall be at the discretion of MCBS Sr. Management and may occur as a result of the following:
  - a) Increments after annual appraisal cycle.
  - b) Changes in salary components due to promotions, re-designation, lateral movement or transfers.
  - c) Changes in remuneration structure due to market correction or inflation.
  - d) Attainment of new certificates and/ or new academic rank.
- 5.1.4. Senior Management will regularly benchmark MCBS Salary scales with the market and related movements will be based on MCBS financial performance and requirements to attract/ retain talents.
- 5.1.5. Salary scales for each job grade will have ranges from 90% to 120% of an identifies monetary level, which will be the average "or the median" of the market data collected from special Comparator groups. 100% of the new scale is the Market Reference Point, MRP, or "average".
- 5.1.6. Salaries for all new hires shall be based on the job grade and remuneration structure applicable at the time of recruitment.
- 5.1.7. According to the policy in MCBS, during the strategic planning cycle, data from the local market will be analyzed to ascertain whether there has been any external market movement. Based on which Senior Management will take an overview as to how any such movement will be applied to the existing MRP, or "average" level for salaries and allowances.

- 5.1.8.** Annual increment will be applicable as per Omani Labor Law, employees performance appraisal results and MCBS Financial Performance. Budgeted increment will be due for employees who achieved performing appraisals of Meeting Expectations and above in September every year. Salary increments will be effective from the date mentioned in the salary change letter.
- 5.1.9.** Salary changes for employees shall be prepared by HRD, reviewed and approved by senior management.

### Salary Components:

- **Basic (Base) Salary:** Fixed amount of money an employee receives from an employer in exchange for their work. It is the foundation of an employee's total compensation and is typically paid on a regular basis, such as weekly, bi-weekly, or monthly. Basic salary is not affected by an employee's performance.
- **Housing Allowance:** is compensation provided to employees and paid in addition to the basic salary to help them cover their housing expenses.
- **Transportation Allowance:** a transportation allowance is compensation provided to employees and paid in addition to the basic salary to help them cover their cost of transportation to and from work.
- **Utilities Allowance:** a utilities allowance is compensation provided to employees and paid in addition to the basic salary to help them offset the cost of utilities, such as electricity, water, phone.
- **Officiating Allowance:** allowance paid to an employee who is required to work in addition of their regular duties (normally of coordination and administrative natured). This allowance is intended to compensate the employee for the additional effort they are required to put in. The amount of the officiating allowance is typically as follows:

S. No	Description	Rate Per Month (RO.)
1	DEAN	300/-
2	ASSOCIATE DEAN	250/-
3	HOD	200/-
4	Manager/Directors	150/-
5	Coordinators	75/-

- The employees are eligible for additional allowances apart from their salary if they are acting in dual capacity at the same time.
- Employees who hold an acting position for an extended period, exceeding one full semester, are entitled to an acting allowance.
- Acting Allowance will be withheld for periods of absence or leave.
- **Cost of Living Allowance:** is compensation provided to employees and paid in addition to the basic salary to help them cover the additional cost of living their city/base location.
- **Teaching Allowance:** allowance paid to an administrative staff who is required to teach on top of their normal duties and responsibilities. This allowance is intended to compensate the employee for the additional effort they are required to put in.
- **Scarcity Allowance:** An allowance paid to employees who work in areas where there is a shortage of talent. It is intended to compensate employees for the difficulty of attracting and retaining talent in these areas and it is only used in determining the salary package.
- **Western Education Allowance:** An allowance paid to attract and retain employees who have attained qualifications from reputable western higher educational institutes.
- **Omanization Allowance:** An allowance paid to attract and retain Omani employees and national efforts towards Omanization.
- **Qualification Allowance:** An allowance paid to attract and retain employees who have attained higher qualifications from attested and recognized higher educational institutes and it is only used in determining the salary package.

- Overtime
  - MCBS may ask staff to work overtime according to the interest of work, the overtime should not exceed the 12 hours in a day except in emergency or contingency situations.
  - Every effort should be made to complete work within the designated working hours and days. Overtime pay policies are intended to address exceptional or non-routine circumstances that demand immediate attention. Overtime is eligible for junior administrative employees.
  - Overtime is eligible for junior administrative employees.
  - For overtime work:
    - Staff will be paid basic salary for each extra hour.
    - During daytime: they will receive an additional 25% of their basic salary per hour.
    - During nighttime (9pm-5am): they will receive an additional 50% of their basic salary per hour.
    - Alternatively, staff may receive compensatory days off instead of the extra pay.
  - For overtime on rest days or holidays:
    - Staff will receive double their full salary for the day.
    - This applies unless he/she agree to receive another day off in lieu of the extra pay.
  - Overtime compensation will be paid if Employees work for more than 9 hours per day and 45 hours per week.

## **5.2 Overtime Procedure for Administrative Staff**

- 5.2.1. The names of the employees who are required to work overtime and the expected overtime hours are communicated to HR Department along with justification for the overtime. Employees are allowed to work overtime after receiving approval from the relevant authority.
- 5.2.2. Overtime sheets should be maintained by the department concerned.
- 5.2.3. On monthly basis, overtime sheets should be verified and signed by the Head of department and HRD before forwarding to payroll for payment.
- 5.2.4. Overtime work must be claimed within one month of it being performed.
- 5.2.5. Payroll process overtime sheets on monthly basis based on shared supporting documents and received approvals.
- 5.2.6. Changes to approved overtime require reapproval.

## **5.3 Overload Procedure for Faculty**

**Refer to faculty workload policy (See Appendix II)**

## **5.4 Disbursement of Salary**

- 5.4.1. The payroll department in the accounts department will start the salary processing procedure
- 5.4.2. The HRD will update all salary-related information, including leaves and overtime, and send it to the Finance Department for processing.
- 5.4.3. To ensure compliance with labor law and timely compensation process, all employee salaries and other forms of remuneration will be directly deposited in their respective bank accounts. Newly hired employees will be granted a one-month grace period to establish a bank account.
- 5.4.4. New employees who join after the 20th of the month, their salaries will be accumulated and paid with the next month's salary.
- 5.4.5. Salaries will be paid to all employees via bank transfer in the last week of every month.
- 5.4.6. To avoid incorrect or non-transfers, all employees must submit their correct bank details to the Payroll department.

- 5.4.7.** MCBS will continue to pay new hire's salaries through checks until they complete their visa process.
- 5.4.8.** Disbursement of salaries shall cease in the event of:
- a) Long term suspensions pending enquiry as per the suspension letter
  - b) On application for leave without pay followed by approval.
  - c) Unauthorized absence.

**5.4.9** Disbursement of dues in special circumstances such as completion of tenure by employees either due to termination or resignation.

All outstanding dues to the employees shall be after computation of deductions and / or End of Service Benefits, if any. Outstanding dues shall be transferred to the employees bank account.

**5.4.10** Pay advice shall be emailed to the employees email address as per record of handed over at the time of relieving.

## **5.5 Recruitment Salaries**

- 5.5.1.** Salary for employees at the entry level would be normally at the beginning of relevant salary scale range, 80% of MRP<sup>1</sup>. In some cases, at management discretion and in consultation with the HR Director the entry level could be higher, but would not normally be higher than the maximum salary scale range, or 120% MRP. Placement will depend upon competencies, skills levels and relevant experience and academic qualifications.
- 5.5.2.** If an employee, on recruitment, requires formal training that will not be completed within his probationary period, his salary should reflect this fact and can be up to 20% below the grade minimum. On successful completion of his training he will be awarded an increment which brings his salary at least to the minimum of his scale.
- 5.5.3.** If a recruit's training period is likely to exceed one year, advice should be obtained from Management on the salary to be offered.

## **5.6 Salary During Absence**

- 5.6.1.** If an employees is absent from work without permission, no pay will be received during the period of absence. Deductions will be made from the salary of the person concerned, as follows: ( gross salary / days of the month ) x No of days absent
- 5.6.2.** If an employee has applied for an unpaid leave and was approved, then the deductions will be made from his/ her salary as follows: ( gross salary / days of the month ) x No of days unpaid
- 5.6.3.** All PASI contribution for the month in which the employee was absent / leave without pay will be paid by employees.

## **5.7 Salary Progression**

- 5.6.1.** Progression will be based on employees performance and MCBS Financial performance.
- 5.6.2.** Decisions on progression are at Sr. Management discretion in consultation with relevant head of department and HRD and are based on the following criteria:
- a) Enduring consistent performance (Appraisal reports will be a must)
  - b) Competencies/improvement in skills
  - c) Contribution in overall college operations or departmental objectives
  - d) Maintaining a professional and compliant work ethics is crucial and a clean disciplinary record, for at least the past 2 years, is a prerequisite
  - e) Results of internal equity analysis, whereby employee's salary is considered in relation to his/her peers with similar positions, experience, and performance.

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<sup>1</sup> MRP: Marketing Reference Point a compensation target ( benchmarked ) within the market, often used as a reference for setting salary ranges or evaluating the competitiveness of an employee's pay

- f) Market competitiveness and external equity analysis
- g) Availability of budgets

- 5.7.3** Once within every strategic planning cycle a review of the salary scale and the position of employees on the scale will take place. Following the review, movements and adjustments, if any, will be put into effect at the beginning of an academic year.
- 5.7.4** Prior to applying market movement salary progressions, the Sr. Management would authorized updating salary scales to reflect the market movements.
- 5.7.5** Employees salary movements would be within his/her grades, or next grade, ideally to align his/her pay with 100% MRP.
- 5.7.6** Employees with less than 12 month's service will not normally be considered for an annual performance-related salary movement.
- 5.7.7** Employees can apply for a salary progress at the end of spring semester, beginning of Summer Session-1, through their HOD to budget for the movement. The application should be supported with performance appraisal report prior to Sr. Management evaluation of the requests. Through HRD, Sr. Management will notify successful applicants of the results. Priority for approval will be based on performance, contributions to the college and budget availability.

## **5.8 Attainment of Additional Qualification**

- 5.8.1** MCBS values and recognizes the importance of employees pursuing additional qualifications and acknowledges the benefits it brings to both the employee and the College.
- 5.8.2** The opportunity to acquire additional qualifications is open to all employees
- 5.8.3** Employees are eligible for a 25 OMR increment in their qualification allowance if they acquire an additional qualification related to their position. Such as bachelor's, master's, or doctorate level from a recognized HEI during their employment period.
- 5.8.4** All employees can benefit from the attainment of additional qualification
- 5.8.5** To apply for an increment based on newly acquired qualifications, employees should submit the completed "Recognition of Additional Qualifications" form, signed off by your Line Manager, to the HRD department
- 5.8.6** Preapproval should be secured before embarking on a bachelor's, master's, or doctorate program to ensure that the qualification will contribute to their current job position or career advancement
- 5.8.7** Employees, who attain an additional qualification at the Bachelors or Master's level or Doctorate level, from a recognized institution, will receive an additional increment. This will be effective the month following receipt of the completed form at HRD. An original transcript of the additional qualification must be attached in order to receive recognition.
- 5.8.8** Once approved, increment will take effect the following month after the completed form is received by HRD
- 5.8.9** An additional increment will not be granted if the employees has previously received the recognition for the same qualification at the joining time, promotion and upon attainment of the qualification.
- 5.8.10** This qualification should have MOHERI approval
- 5.8.11** Employees who are promoted within the same timeframe are not eligible for this increment

## **5.9 Procedures for administering employees benefits**

### *Advance Payment*

1. To assist new employees with their relocation expenses to Oman, MCBS offers a salary advance payment.
2. Newly hired employees can receive an advance payment of up to 30% of their gross salary upon request.

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3. Employees must submit their request to HRD within 30 calendar days of their joining date.
4. Upon approval, the Finance Department will prepare and issue a check to the employee.
5. The advance must be repaid within two installments.

#### *Gratuity*

According to Omani Labor Law, non-Omani employees are entitled to a gratuity payment equivalent to their basic salary for each year of service upon expiration of their employment contract. Any absence during the contract the days will be deducted at the end of the service. Any unpaid leave exceeds 30 days will be deducted from the end of the service, if unpaid leave is not related with the work. Any unpaid leave exceeds 30 days will be deducted from the end of the service benefits, if unpaid leave is not related with the work.

Subject to government announcement, the gratuity scheme for expatriate employees will be replaced the Saving Scheme, announced by the new Omani Social Protection System, referred to Omani Labor Law July 2023. All accruals and provisions made for gratuity for expatriate employees will be paid in accordance with related announced laws and regulations.

#### *Annual Travel Ticket*

When signing the contract, the College considers the nationality of the individual at the time of employment according to the passport and the visa issued based on that passport. The College will not entertain the claim for any change of nationality thereafter. The College will continue issuing the employee his annual travel ticket as per the contract.

The College will provide an economy class ticket for non-Omani employees, the employee's spouse, and two of his children under the age of 18 years (for those employees who enjoy family status) at the beginning of a contract and the end of a contract. The College also provides a ticket for each eligible member of the staff and his family, once a year during annual vacation. (This is subject to the provisions of the contract of appointment). Air tickets must be booked through the Director of Administration & HR after the leave is approved by the H.O.D. No payment will be made if the ticket is purchased by the employee without prior permission from the Director of Administration & HR. If an employee chooses to encash his/her airline ticket(s), he/she will be entitled to receive 75% of the equivalent cost.

If the employee decides to leave the College before the end of his/her contract period to work for another organization in the Sultanate of Oman, then the employee and his/her family will not receive any airline tickets from the College.

The College is committed to provide an economy class ticket for its foreign employee once a year and for his wife, child/children as per the contract. If the employee's family is not living in Oman, he has no right to ask for the ticket compensation. The tickets will only be issued while they are living with him. The benefit of transportation policies of the College for an employee's spouse and child/children do not apply to part-time employees, those teaching only in the Summer Session, or those whose contract period is less than twenty- four months.

It is important to inform the Director of Administration & HR in cases where the marital status or the status of dependent children has changed.

#### *Employees Dependents*

Employees who are contracted with a family status are entitled for medical insurance for their wife and 2 children who are younger than 18 years old. Expatriate employees with family status are also entitled for annual ticket for their wife and 2 children younger than 18 years old.

#### *Bereavement Assistance*

Recognizing the profound impact of losing a loved one, MCBS is committed to providing Bereavement Assistance to support our junior employees during this difficult time. This financial benefit, 400 RO, offered upon the death of an immediate family member, helps alleviate some of the immediate financial burdens associated with funeral and related expenses, allowing employees to focus on their emotional well-being and grieving process.

The College believes that during this difficult period, financial support should not be a concern, and hopes this gesture offers both practical and emotional comfort.

#### *Official Trip Abroad Allowance*

1. When travelling for official duty, employees are entitled to travel allowances.
2. Compensation against will be against actual and approval.
3. Claimed amounts should be within reasonable limits for the approved destination.
4. Claims can be for transportation, accommodation food and any expenses paid up for event expenses, such as registration fees.
5. Claims for faculty travelling to present papers in a conference or conducting short research will be according to approvals and relevant academic policy.

#### *Fuel Reimbursement for local official trips*

- 1) The rate claimable for the use of a private vehicle on an official journey is RO 0.085 per Kilometer, subject to the following conditions:
  - a) Travel should be undertaken in the most economical and practical means available.
  - b) All travel must be preauthorized by the concerned head of department
  - c) Employees should fill and submit the 'fuel reimbursement form' (*Annexure : Fuel Reimbursement Form*) within one week of returning from travel. Fuel reimbursements must be claimed within 15 days from the date of return from travel, any expenses claimed after 15 days shall not be entertained.
  - d) In case where two or more employees travel together in the same vehicle, only the employees driving will be reimbursed with fuel expenses.
  - e) Fuel reimbursement shall be paid for the distance traveled from the point of origin to each approved stop based upon actual distance.
  - f) The fuel reimbursement rate is in lieu of expenses for petrol, oil, repairs, parking, insurance and depreciation.
  - g) MCBS does not cover expenses related to driving or parking infractions, fines, vehicle repairs, damage, insurance deductibles, or meals and lodging arising from accidents, breakdowns, towing, or other unexpected events.
- 2) All authorized claims must be submitted to the payroll for verification and validation prior to payment.

#### *Leave*

##### *Leave Procedures*

Leave application should be applied to the concerned authorities. HOD's should plan for their departmental leave utilization and every employee will have access on the College website where required leave forms are available and the regulations well mentioned. However, for understanding, Non-Academic staff should apply in advance for approval of their Annual leave; Academic Staff the dates are fixed and their respective HoDs will inform them as when they can avail their annual vacation. All leave applications are applied through Eduportal.

Unpaid Leave should be applied for a week in advance for approval.

In case a faculty or staff falls sick, He/she should inform the HOD and provide the medical certificate to Human Resources Department, fill the leave application through the Eduportal.

Leave to attend training courses/further studies—one month's advance notice should be given. For examination work outside the College campus, should apply two weeks before the scheduled date.

Attending a meeting outside the College during office hours requires prior permission from the HOD. Application for

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nomination to a conference or participation in an exhibition should be routed through the HOD to the Dean in advance. No internal exhibition, or conference, etc., shall be arranged without the permission of the HOD and the Dean.

The above conditions can be changed with the approval from Dean's Office.

Leave days (except emergency and sick leave), if accepted, will be deducted from the annual leave days or salary if there are no days left. All applications should be supported by evidence and ought to be given equal treatment. Under no circumstances should the mid-semester break, if given by the College, be considered as a right to be absent from the office. MCBS reserves the right to cancel any such break

### Approval of Leave Applications

The process of leave applications and approval have been automated, the faculty /staff should apply on-line. The application will automatically reach the concerned authorities and the faculty /staff will be informed about the approval or non-approval of the application.

### Failure to Report to Work After or Prior to Holidays

An employee who fails to report on the day/days before or after the declared holidays or weekends will lose the total number of days including the holidays. This is also applied to those who fail to report for duty on time when returning from annual leave. Excuses of any nature are not acceptable. Exemptions may be approved by the Dean in exceptional cases.

### Annual Vacation

Leave cannot be claimed as a matter of right unless and until it is approved by the authority concerned. Regular faculty shall be entitled to paid vacation time accrued from the date of employment in accordance with their contract. All faculty will earn 55 days of paid leave for each completed full year of service.

Faculty leave includes about forty-five (45) days in the Summer and about ten (10) days between semesters (Mid-year Break). The exact dates of each leave period depend upon, and are recorded in, the official yearly academic calendar. An employee who fails to report on the day/days before or after the declared holidays or weekends, will lose the total number of days including the holidays. This will also be applied to those who fail to report to duty on time when returning from annual leave. Excuses such as unavailability of flights are not acceptable.

Administrative staff can take their leave any time of the year as long as it is applied for 7 working days before the start of the leave and approved by the HOD, the Dean and Director of Administration & HR.

Employees have to take leave at least once every 2 years minimum 30 days, employees allowed to carry forward their annual leave up to 30 days

Weekends are assured rights of employees, regardless of their attendance status, before the weekends, unless if the weekends fall within annual leave or public holidays period.

### Leave Encashment

Leave encashment is a privilege, but not a mandatory rule, leave can be encashed with the approval from the Dean's office. However, the approval for encashment will only be legitimate if the accumulation of leave was due to a work commitment and was requested by the College to cancel the employee's annual leave.

## Short Vacation

Any request for a short leave (1-2 hours / day, Up to 5 hours /month) should first be approved by the concerned H.O.D and then reported immediately to the Director of Administration & HR for his information through eduportal leave system.

## Unpaid leave

Full time faculty/staff may apply for leave of absence to further their education or for purposes related to professional improvement. A leave of absence must be approved by the Department Head and by the Dean of the College. A leave of absence is approved without pay for faculty/staff. The maximum duration of such a leave is one academic year. Time spent on a leave of absence is not credited towards a faculty/staff member's gratuity for non-omani employee. Both absent and unpaid leave periods will not be considered as employment duration. For Omani employees, they will be required to pay their Public Authority Social Insurance contributions and MCBS contribution during the period of leave of absence. For expatriate employees, they will not accrue their EOSB

## Medical Coverage& Leave

Employees are advised to use the government hospitals or private medical clinics with whom the College maintains a contractual relationship when they are in need of a doctor or a specialist. The College requests faculty members to get prior approval for all surgical procedures for the individual faculty members and members of their families who are covered by the College. Emergencies are exempted from this regulation. Details concerning medical coverage for faculty members and their families are available from the Director of Administration& HR. Expenses will not be reimbursed for medicines purchased without proper prescription or for over-the-counter drugs.

The Director of Administration & HR circulates the table of benefits covered each year by the college in terms of medical treatment for the employees and dependents covered by College.

The medical leave recognized by the College is only that issued by the government health institutions from the list of medical institutions under the health coverage hospital networks. Immediately on reporting to duty the staff is required to apply for sick leave on Eduportal and upload sick leave certificate not later than two days, otherwise he will be considered absent. International medical certification should be attested by Ministry of Health and Omani Embassy.

## Medical and Maternity Leave

The long medical and maternity leave will be calculated according to the Omani Labor Law. After the completion of the medical leave, if the employee wishes to extend his/her leave from the annual leave, the written application MUST be sent to the H.O.D for approval before submitting an online application of Eduportal. The College reserves the right to reject it, if the leave is affecting the work production or the section or the College.

Subject to verified and attested sick leave certificates from recognized medical centers, employees are entitled for a maximum number of sick leave days of 182 calendar days as per following:

- 100% of pay for the first 21 calendar days
- 75% of pay from the 22nd to the 35th calendar day
- 50% of pay from the 36th to the 70th calendar day
- 35% of pay from the 71st calendar day to the remaining 112 calendar days

For maternity leave, female employees are entitled for 98 calendar days paid leave. Furthermore, the female employee can apply for 1 year unpaid leave after maternity leave provided that she bears all contributions to Social Protection, including her percentage, the percentage of the employer, and the government during the leave period. The female employee must have completed at least six months of service and must also provide a medical certificate

from a licensed doctor confirming their pregnancy and due date.

Male employees are entitled for 7 calendar days paid paternity leave to help them to bond with their newborn children and support their spouses during the early postpartum period

Employees must have completed at least six months of service. They must also provide a copy of their child's birth certificate. They can start their paternity leave on the day of their child's birth, or up to 14 days after their child's birth.

#### Loss of a family member Leave

Death of immediate family members like parents, grandparents and siblings, employees will be entitled for 3 days as paid leave. Other members of the extended family like uncle and aunty (siblings to the employee's parents), employee is entitled for 2 days as death leave.

Male employees are entitled for 10 days paid leave for the death of wife or children.

Idah leave is a paid leave that is available to Muslim female employees who have recently lost their husbands. The new Omani labor law 2023 provides for 130 calendar days of idah leave to comply with Sharia requirements. On the other hand, Non- Muslim female employees are entitled for 14 calendar days paid leave only for the death of their husbands.

#### Insurance

All employees of MCBS are provided with accident insurance in accordance with the PASI/labor laws. Life Insurance is provided to all the employees and to the dependents of the expat employee.

The life coverage for those employees who have completed 60 years of age will not be applicable.

Medical services are provided to employees and their dependents ( spouse and two children below 18 years of age) and this covers chronic diseases, eyeglasses, hearing aids, dental services, pacemakers, laser hospital visits, ultra sound X-rays, MRI, or any other such specialty items.

## 6. Roles and Responsibilities.

*Outline the key personnel with their roles and responsibilities in implementing the policy.*

### 6.1 Salary Scale and Structure

Process	Role	Responsibility
Salary Scale/Structure Approvals	Board of Governance & College Board	Approval Authority for any changes or new salary scales
Salary Structure Maintenance	HR Department	Maintain salary scales, track market data, implement salary changes, and communicate changes to employees.
Salary Benchmarking	Senior Management & supported by HR Department	Regularly benchmark salaries against market rates and competitor groups.
Salary Changes	Senior Management & supported by HR Department	Approve or deny salary changes based on various factors such as performance, promotions, and market adjustments.
Salary Increments	Senior Management & supported by HR Department	Calculate and process salary increments based on performance appraisals and financial performance.
Salary Disbursement	Payroll Department	Process payroll and disburse salaries to employees via bank transfer.
Recruitment Salaries	HR Department & Senior	Determine salaries for new hires based on market data,

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	Management	qualifications, and experience.
Salary During Absence	HR Department	Calculate and process salary deductions for unauthorized absences and unpaid leaves.
Salary Progression	Senior Management	Make decisions on salary progression based on performance, skills, contributions, and other factors.
Additional Qualifications	HR Department	Process requests for increments due to additional qualifications and verify eligibility.

## 6.2 Administration of Benefits

Process	Role	Responsibility
Advance Payment	Employee	Submits request to HRD within 30 days of joining
	HRD	Approves request
	Finance Department	Prepares and issues check
Gratuity	HRD/Finance Department	Calculates and processes gratuity payments according to Omani Labor Law
Annual Travel Ticket	Employee	Requests ticket through Director of Administration & HR
	Director of Admin & HR	Approves leave and books ticket
Bereavement Assist.	HRD	Processes and disburses financial assistance
Official Trip Allow.	Employee	Submits expense claims
	HOD/Dean	Approves travel and expense claims
Fuel Reimbursement	Employee	Submits fuel reimbursement form within one week of travel
	HOD	Authorizes travel
	Payroll	Verifies and processes reimbursement
Leave	Employee	Submits leave application through Eduportal
	HOD	Approves leave for non-academic staff, informs academic staff of fixed leave dates
	Director of Admin & HR	Final approval of leaves
Medical Coverage	Employee	Uses approved medical providers, obtains prior approval for surgical procedures (if applicable)
	Director of Admin & HR	Provides details of medical coverage and processes medical leave
Insurance	HRD	Ensures compliance with PASI/labor laws regarding accident and life insurance

## 7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. Policy on Policy Development
2. HR Policy Manual