

Year: 2002	<b>Decision of the Year 2002 (Decision on the Records Employers Must Maintain for the Year 2002)</b>	Official Gazette
Number of Articles:3		Number: 4568
Effective date 16/10/2002		Page :5040 Date :16/10/2006

#### **Article (1)**

This decision shall be called "**Decision on the Records Employers Must Maintain**" and shall come into effect from the date of its publication in the Official Gazette.

#### **Article (2)**

The employer must maintain the following records at the main office of the establishment and at the worker's workplace, ensuring they include the information detailed below:

##### **First: Workers' Register**

1. The worker's full name (four parts), national ID number, date of birth, and nationality.
2. Educational qualifications and specialization.
3. Profession (nature of work).
4. Date of employment (day/month/year) and date and reason for termination (day/month/year).
5. Wages amount.

##### **Second: Wage Register**

1. The worker's full name (four parts).
2. Wages amount (monthly/weekly/daily/hourly/per piece).
3. Allowances, increments, and any additional benefits.
4. Legal deductions.
5. Total wages, the worker's acknowledgment of receipt, and the date of receipt.

##### **Third: Overtime Register**

1. The worker's full name (four parts).
2. Number of overtime hours worked per day, the date of receipt, and the worker's acknowledgment of receipt with the total wages received for overtime.
3. Number of official, religious, or weekly holidays worked, total wages for those days, the worker's acknowledgment of receipt, and the date of receipt.

##### **Fourth: Penalties Register (per Article 48 of the Law)**

1. The worker's full name (four parts).
2. Wages amount.
3. Amount of the deducted penalty.

4. Date and reason for imposing the penalty.

**Fifth: Leave Register (Annual/Sick/Study/Trade Union Education/Hajj/Leaves Related to Female Workers)**

1. The worker's full name (four parts).
2. Type of leave granted, its duration, start and end dates.
3. Agreed-upon annual leave schedule established in the first month of each year in accordance with Article 61, Paragraph (D) of the Law.
4. Remaining leave balance for each worker.
5. Carried-over annual leave balance agreed to be deferred to the following year.

**Sixth: Trainee Workers' Register**

1. The trainee worker's full name (four parts), age, and academic qualifications.
2. Number and date of the letter from the Vocational Training Corporation approving the training.
3. Training duration, location, stages, and the type of profession under training.
4. Wages for each stage of training.
5. Consent of the guardian for trainees under 18 years old.

**Seventh: Work Injuries and Medical Examinations Register**

1. The worker's full name (four parts) and the nature of their job.
2. Date of employment.
3. Date of the injury.
4. Cause of the injury.
5. Actions taken by the establishment.
6. Description of the injury.
7. Duration of absence.
8. Medical procedures undertaken.
9. Summary and date of the final medical report.
10. Any other notes.

**Article (3)**

The employer must present these records to labor inspectors upon request and facilitate their review and the taking of copies thereof.

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