

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

GI No. **Approved**

1.200

ISSUING ORG. ORGANIZATION CONSULTING DEPARTMENT

ISSUE DATE
11/22/2016REPLACES
12/04/2010

SUBJECT WORK SCHEDULES

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CONTENT:

This instruction describes Saudi Aramco's work schedules. It includes the procedures for using existing work schedules and developing new work schedules. The GI is organized into the following five sections:

1. Responsibilities
2. Definitions
3. Use and approval of existing work schedules
4. Establishing new work schedules
5. Supplements

- 1.200-1 Non-Restricted Work Schedules
- 1.200-2 Restricted Work Schedules
- 1.200-3 Special Work Schedules
- 1.200-4 Days-off Schedule Codes

1.0 RESPONSIBILITIES:

- 1.1 Each department head is responsible for assigning each of his employees to a valid work schedule approved for his department. That work schedule will be the most economical work schedule consistent with operational requirements.
- 1.2 The Organization Consulting Department (OCD) is responsible for overall administration and control of Company work schedules. It reviews all work schedules and endorses those that are economically justifiable and operationally reasonable.
- * 1.3 Human Resources Policy and Planning (HRP&P) is responsible for establishing new work schedule policies that will ensure good industrial relation practices and will comply with Saudi Labor Law.
- * 1.4 The Transportation & Equipment Services Department (T&ESD) and the Aviation Department (AD) are responsible for providing work-haul transportation for employees in accordance with approved work schedules. T&ESD and/or AD review proposed new or revised work schedules submitted for approval, and advise OCD of their ability to provide transportation for such schedules, based on availability of existing transportation resources.

2.0 DEFINITIONS:

- 2.1 **A Work Schedule** defines the hours and days that an employee works. It includes:
 - 2.1.1 **Work Schedule Code:** A unique alpha-numeric code designating a particular work schedule.
 - 2.1.2 **Work Cycle:** The total number of days worked and the number of days off before the work schedule repeats itself (i.e., 5 days worked and 2 days off is a 7-day work cycle; and a work schedule with 7 days on 2 off, 7 days on 2 off, 7 days on 3 off; has a 28-day work cycle).

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- * 2.1.3 **Work Shift:** The hours that the employee is at work (e.g., 0700 to 1600 hrs.). It includes lunch periods. Some work schedules have two or three work shifts each. No split work shifts (i.e., 0600-1000, 1400-1800) are permitted without the approval of the Executive Director, Human Resources.
- * 2.1.4 **Lunch Period:** The hours assigned to an employee for meals (e.g., 1130 to 1230 hrs.). Meal periods may be half hour or one hour. All work schedules without lunch periods are restricted and not permitted unless approved as outlined in paragraph 3.2.
- 2.1.5 **Shift Premium:** An incentive given to employees on work schedules requiring unusually early start times, or late end times, or two or more rotating work shifts. Shift premiums are expressed as a category (1, 2 or 3) which reflects the percentage of base salary paid to employees assigned to a work schedule approved for shift premium.
- * 2.2 **Normal Work Schedule (NWS):** A work schedule with a seven-day work cycle and eight hours or less of work shift starting at or after 0530 hours but no later than 0930 hours with a lunch period of half or one hour and ending no later than 1800 hours. The Normal Work Schedule has no built-in (scheduled) overtime and no shift premium.
- 2.3 **Irregular Work Schedule (IWS):** A work schedule consisting of a seven-day work cycle, eight hour work shift, a lunch period, no scheduled overtime and: a) work either starts before 0530 or ends after 1800 hours, or b) work requires two rotating shifts.
- 2.4 **Restricted Work Schedule (RWS):** A work schedule with any one or a combination of the following aspects: a) built-in or scheduled overtime; b) six or seven consecutive days of work; c) no lunch break and/or d) rotating shifts.
- * 2.5 **Special Work Schedule (SWS):** A work schedule with a span of consecutive work days with built-in overtime followed by consecutive days off out-of-the-Kingdom. Employees on this work schedule accrue no vacation leave credit, and receive no holidays during work or leave days. Only U.S. Dollar, Euro/Pound Sterling, Canadian, Global and AOA payroll employees are eligible for assignment to SWS.
- 2.6 **Built-In-Overtime:** Also defined as scheduled overtime contained within either a scheduled work day or cycle. Overtime is not automatically paid to employees on work schedules with built-in-overtime. The time sheet should reflect the actual hours worked and is the only document based on which overtime will be paid. Employees are paid built-in overtime only if they work more than 8 hours/day and they get paid the 7th day overtime only if they work seven consecutive days.

3.0 USE AND APPROVAL OF EXISTING WORK SCHEDULES:

- 3.1 **Non-Restricted Work Schedules:** All Non-Restricted Work Schedules are listed in Supplement 1.200-1. These include Normal and Irregular Work Schedules which have zero, level one, or level two shift premium; have no scheduled built-in overtime; and have a lunch

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period. These schedules can be used at the discretion of the department head, in consultation with OCD if required.

- 3.2 **Restricted Work Schedules (RWS):** Restricted Work Schedules must comply with Company policies and Saudi Labor Law regulations and must also be cost effective and efficient in terms of the work that is to be performed. The following paragraphs indicate the process that is followed to ensure that Restricted Work Schedules are properly applied and approved.

- * 3.2.1 All available Restricted Work Schedules are listed in Supplement 1.200-2. By agreement with the Ministry of Labor, and in compliance with the Saudi Labor Law, certain schedules (R13, R14, R15, R20, R21, R27, R28, R29 and R31) are restricted for use in remote areas (refer to Human Resources Manual-Chapter 3 "Specified Location" for definition).
- 3.2.2 To request application of a Restricted Work Schedule, complete the on-line Restricted Work Schedule Request through SAP PRH transaction ZH1721 (Restricted/Special Work Schedule).
- Note: Restricted Work Schedules R13 and R14 can be applied directly in E8000 system for employees working in remote work locations and job grade code 3-14. The E8000 system will automatically check for those conditions.
- 3.2.3 The work flow request requires Department Head approval before submittal to OCD.
- 3.2.4 OCD will review the request to ensure that it is cost effective and operationally justifiable in terms of the work to be performed, and will ensure that the work schedule is applicable to the work location in which it will be used. OCD will approve the work schedule or recommend alternatives where necessary.
- 3.2.5 Additional approval to ensure work schedule compliance with Company policies or Saudi Labor Law regulations is not normally required as compliance was built in to all the Restricted Work Schedules listed in Supplement 1.200-2 at the time of development. However OCD will consult with HRP&P in any situation where Company policies or Saudi Labor Law regulations may potentially be impacted – work location issues, 12 hour schedule questions etc.
- 3.2.6 No employee should be placed on RWS prior to receiving notification of OCD approval. Any deviation will require an out of policy approval and will be handled by OCD and executive management on a case by case basis.
- 3.2.7 OCD may periodically review application of RWS to ensure consistency and compliance across the Company.
- * 3.3 **Special Work Schedules (SWS):** Special Work Schedules are temporary work schedules applicable mainly to remote locations and used to recruit U.S. Dollars, Euro/Pound Sterling, Canadian, Global and AOA payroll personnel with critically required skills. When the employment situation changes so that manpower requirements can be met through conventional methods, Special Work Schedules will be eliminated.

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- 3.3.1 All Special Work Schedules are listed in Supplement 1.200-3. The 42/21 SWS consists of 42 days in SAO working, followed by 21 days off, with pay, outside of SAO. There is a minimum of six work days per week and ten work hours per day for the 42/21 schedules. Furthermore, the 28/28 SWS consists of 28 days in SAO working, followed by 28 days off, with pay, outside of SAO.
- 3.3.2 The days off outside SAO are inclusive of travel time, holidays and vacation days. SAO holidays falling on scheduled work days are considered as a normal part of the work schedule and are not compensated at premium rates.
- 3.3.3 Applications of SWS for jobs located in REMOTE AREAS must satisfy ALL of the below-listed criteria. These are in addition to those items outlined in Section 1.0.
- 3.3.3.1 The remote area must be more than 50 kilometers by secondary road, or approximately one hour driving time by major government highway from the nearest company family camp or a developed community where family housing is available for lease or purchase.
- 3.3.3.2 The SWS does not inhibit the development of Saudi Arabs.
- 3.3.3.4 The SWS is operationally feasible. That is, the period of time needed to complete each task or project is short enough to permit frequent replacement of incumbents without hampering the department's operations. Extended absence from the job is tolerable and decisions by the employee can be made by others or postponed while he is out-of-Kingdom.
- 3.3.4 Authorizations for SWS in remote areas are valid as long as the conditions exist for that application. OCD will periodically ask each department to re-justify their application. At a minimum, this will be done once every two years.
- 3.3.5 To request application of a Special Work Schedule, complete the on-line Special Work Schedule Request through SAP PRH transaction ZH1721 (Restricted/Special Work Schedule).
- 3.3.5.1 The request justification should include statements indicating how the requirements in paragraph 3.3.3 for remote areas are met.
- * 3.3.5.2 The work flow request requires Department Head and Administrative Area Head approval before submittal to Human Resources.
- * 3.3.6 Staffing Services Department (SSD) reviews the current employment situation (as outlined in 3.3) before their endorsement. OCD reviews the request to ensure that all requirements (as outlined in 3.3.3) are met. If requirements are met, the request is endorsed and forwarded to Policies Admin & Review Division, Personnel Department (PD) for their review. If endorsed, the request is forwarded to the Executive Director, Human Resources for approval. If requirements are not met, the request is returned to the originator with a complete explanation of the deficiencies.

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- * 3.3.7 The Executive Director, Human Resources approves or rejects the remote area SWS request that has been reviewed and endorsed by SSD, OCD and PD.

4.0 ESTABLISHING NEW WORK SCHEDULES:

- 4.1 An organization may recommend the establishment of new work schedules. Reasons for the establishment of new work schedules include the improvement of operations, productivity, employee relations, safety, and reduction of cost or regulatory changes.
 - 4.1.1 Submit any such request or recommendation to OCD accompanied by a detailed narrative justification. The justification must be very strong and the improvement factually demonstrable for the new schedule to be established.
 - 4.1.2 The new schedule must apply to a minimum of 15 employees.
 - * 4.1.3 Transportation requirements must be consistent with the new work schedule, and should not place unreasonable strain on available transportation resources. The Transportation and/or Aviation Departments should be consulted on transportation requirements before new work schedules are evaluated.
- 4.2 The review procedures for establishing new Non-Restricted or new Restricted Work Schedules are identical to the approval procedures for applying existing Restricted Work Schedules (see paragraph 3.2), except that OCD will approve such requests in conjunction with HRP&P. Such reviews will generally take longer than reviews for established work schedules.
- * 4.3 The approval procedures for establishing new Special Work Schedules are identical to the approval procedures for applying existing Special Work Schedules (see paragraph 3.3), except that OCD will review such requests in conjunction with HRP&P. New SWS schedules are approved by the Executive Director, Human Resources. Reviews of this nature will generally take longer than reviews for established work schedules.

5.0 SUPPLEMENTS:

- 1.200-1 Non-Restricted Work Schedules
- 1.200-2 Restricted Work Schedules
- 1.200-3 Special Work Schedules
- 1.200-4 Days-off Schedule Codes

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SUPPLEMENT 1.200-1

NON-RESTRICTED WORK SCHEDULES

1- NORMAL WORK SCHEDULES

Work Schedule Code	Days On/Off	Work shift hours	Lunch period
N11	5/2	Any 8 hours starting at/after 0530 and ending no later than 1800.	Yes
P11	5/2	Any 7 hours starting at/after 0530 and ending no later than 1800.	Yes
P12	5/2	Any 6 hours starting at/after 0530 and ending no later than 1800.	Yes
P13	5/2	Any hours fewer than 6 starting at/after 0530 and ending no later than 1800.	Yes

The Normal Work Schedule has no built-in (scheduled) overtime and no shift premium.

2- IRREGULAR WORK SCHEDULES

Work Schedule Code	Shift Premium	Days On/Off	Work shift hours	Lunch period
N12	1	5/2	Any 8 hours starting before 0530 or ending after 1800	Yes
N13	2	5/2 5/2	Any two 8 hours shifts totaling 16 hrs work per day.	Yes

The Irregular Work Schedule has no scheduled overtime

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SUPPLEMENT 1.200-2

RESTRICTED WORK SCHEDULES

RESTRICTED WORK SCHEDULES

Work Schedule Code	Shift Premium	Days On/Off	Overtime Hrs.		Work shift hours	Lunch period
			(a) Per shift	(b) 7th day		
R11	0	5/2	0	0	Any 8 hours starting at/after 0530 and ending no later than 1800.	No
R12	1	5/2	0	0	Any 8 hours starting before 0530 or ending after 1800.	No
R13 (c)	0	5/2	1-3	0	Any 8 hours with 1-3 hrs overtime starting at/after 0530 and ending no later than 1800.	Yes
R14 (c)	0	5/2	3-4	0	Any 8 hours with 3-4 hrs overtime starting at/after 0530 and ending no later than 1800.	Yes
R15 (c)	0	14/7	4	24	Any 12 hours starting at/after 0530 and ending no later than 1800.	No
R16	2	Various	0	0	Various (Restricted to Harbor & Helicopter Pilots).	Yes
R17	0	7/3 7/3 6/2	0 0 0	8 8 0	One shift, any 8 hours starting at/after 0530 and ending no later than 1800.	Yes
R18	2	5/2 5/2	0 0	0 0	Any two 8-hour shifts totaling 16 hrs work per day.	No
R19	2	7/2 7/3 6/3	0 0 0	8 8 0	Any two 8-hour shifts totaling 16 hrs work per day.	No
R20 (c)	3	5/2 5/2	4 4	0 0	Any two 12-hour shifts totaling 24 hours work per day.	No
R21 (c)	3	14/7 14/7	4 4	24 24	Any two 12-hour shifts totaling 24 hours work per day.	No
R22	3	7/2 7/2 7/3	0 0 0	8 8 8	Any three 8-hour shifts totaling 24 hours work per day.	Yes
R23	3	7/2 7/2 7/3	0 0 0	8 8 8	Any three 8-hour shifts totaling 24 hours work per day.	No

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RESTRICTED WORK SCHEDULES (Continued)

Work Schedule Code	Shift Premium	Days On/Off	Overtime Hrs.		Work shift hours	Lunch period
			(a) Per shift	(b) 7th day		
R25	3	5/2 5/2 5/2	0 0 0	0 0 0	Any three 8-hour shifts totaling 24 hours work per day.	No
R26	0	Various	0	0	As required (Restricted to Physicians & Fixed Wing Pilots)	Yes
R27 (c)	0	14/7	0-4	16-24	One shift, any 8 hours starting at or after 0530 and ending no later than 1800.	Yes
R28 (c)	3	7/3 7/4	4 4	12 12	Any two 12-hour shifts totaling 24 hours work per day.	No
R29 (c)	3	6/3 6/3	4 4	0 0	Any two 12-hour shifts totaling 24 hours work per day.	No
R31 (c)	0	7/3 7/4	0-4 0-4	12 12	Any 12 hours at/after 0530 and ending no later than 1800.	No
R32	1	Various	0	0	As required (Restricted to Fixed Wing Pilots)	Yes
R33	2	Various	0	0	As required (Restricted to selected Physicians)	Yes
** R34	3	Various	0	0	Various (Restricted to selected Nurses & Harbor Pilots).	Yes

NOTES:

- (1) Shift premium is determined by HRP&P. Level 1 = 5%, level 2 = 7%, level 3 = 10% (for calculation formula, refer to Human Resources Manual Chapter 4).
- (2) The "Days On/Off" may be sequenced to suit the using department's needs. (See Supp. 1.200-4)
- (3) R13 and R14 do not require OCD approval; refer to 3.2.2
- (a) Scheduled overtime hours per work day for one employee.
- (b) Scheduled overtime hours for all 7th days in Days On/Off Column.
- (c) Restricted to remote areas with company housing available.

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SUPPLEMENT 1.200-3

SPECIAL WORK SCHEDULES

Work Schedule Code	Shift Premium	Days On/Off	Overtime Hrs.		Work shift hours	Lunch period
			(a) Per shift	(b) 7th day		
S11	0	42/21 (6dy/wk)	2	0	Any 10 hours starting at/after 0530 and ending no later than 1800	Yes
S12	3	42/21 (6dy/wk)	4	0	Any two 12 hours shifts totaling 24 hours work per day.	No
S13	3	42/21 (7dy/wk)	4	72	Any two 12 hours shifts totaling 24 hours work per day.	No
S15	0	42/21 (7dy/wk)	4	72	Any 12 hours starting at/after 0530 and ending no later than 1800	Yes
S14	3	28/28 (7dy/wk)	4	48	Any two 12 hours shifts totaling 24 hours work per day (Restricted to Drilling Operations)	No
S16	0	42/21 (6dy/wk)	3.5	0	Any 11.5 hours starting at/after 0530 and ending no later than 1800	Yes

- (a) Scheduled overtime hours per work day for one employee.
(b) Scheduled overtime hours for all 7th days in Days On/Off Column.

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DAYS-OFF SCHEDULE CODES

CONTENT:

These days-off codes are to be used in completing all forms SA-8000 and Employee Data Base actions regarding work schedules.

	Days off	Code
Any work schedule with the same two consecutive days off (i.e. 5/2)	Thu-Fri	01
	Fri-Sat	02
	Sat-Sun	03
	Sun-Mon	04
	Mon-Tue	05
	Tue-Wed	06
	Wed-Thu	07
Any work schedule with the same one day off (i.e. 6/1)	Thu	08
	Fri	09
	Sat	10
	Sun	11
	Mon	12
	Tue	13
	Wed	14
Any work schedule with the same seven consecutive days off (i.e. 14/7)	Thu thru Wed	29
	Fri thru Thu	30
	Sat thru Fri	31
	Sun thru Sat	32
	Mon thru Sun	33
	Tue thru Mon	34
	Wed thru Tue	35
Any work schedule with different day off each cycle (i.e. 7/2, 7/3, 6/3)		99

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