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Legal Aspects of Human Resources Management Under the Saudi Labor Law

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Introduction

Human Resources Management in today's business environment increasingly depends on a clear understanding of the legal and regulatory frameworks governing the employment relationship between organizations and their employees. With the continuous development of Saudi labor regulations, HR professionals, legal teams, and administrative managers must have a strong understanding of the legal requirements related to recruitment, employment contracts, wages, working hours, leave, performance management, disciplinary procedures, and termination of employment.

The legal responsibility of Human Resources Management extends beyond simply complying with statutory requirements. It also involves applying these requirements consistently and effectively within the workplace to protect employee rights while safeguarding the organization's interests. This requires the ability to manage different employment situations, properly document HR actions, assess legal risks, and minimize the potential for labor disputes and employment-related claims.

The **Legal Aspects of Human Resources Management Under the Saudi Labor Law** course provides a comprehensive understanding of the legal and regulatory aspects of Human Resources Management, with a strong focus on the practical application of Saudi Labor Law throughout the employment lifecycle. The course examines the legal framework governing employment relationships, employment contracts, the rights and obligations of employers and employees, wages and benefits, working hours and leave, disciplinary procedures, termination of employment, and the management of labor disputes.

The course also focuses on strengthening participants' ability to interpret legal requirements and apply them within HR policies and procedures, while identifying potential legal risks and implementing appropriate measures to minimize them. Through practical cases and realistic workplace situations, participants will develop stronger professional capabilities for managing employment-related legal matters in accordance with Saudi labor requirements and modern professional practices.

Additional Course Objectives



- Develop a comprehensive understanding of the legal and regulatory framework governing Human Resources Management in Saudi Arabia.
- Understand the fundamental principles of Saudi Labor Law and their impact on day-to-day HR practices.
- Apply legal requirements related to recruitment, employment contracts, and the management of employment relationships.
- Understand the rights and obligations of employers and employees under Saudi Labor Law.
- Manage wages, working hours, leave, and employee benefits in accordance with applicable legal requirements.
- Strengthen the ability to manage disciplinary procedures and employment violations in a lawful and structured manner.
- Evaluate legal risks associated with HR decisions, policies, and employment practices.
- Develop professional skills for reviewing HR policies and procedures from a legal perspective.
- Improve the ability to properly document employee-related procedures and decisions in order to reduce legal exposure.
- Handle termination, resignation, dismissal, and contract expiry cases in a professional and legally compliant manner.
- Strengthen the ability to prevent and manage employment disputes and labor-related claims.
- Apply effective legal best practices in managing employee relations within Saudi organizations.

Day 1 - Legal Framework of Human Resources Management and Employment Relationships

- Introduction to Saudi Labor Law and its role in regulating employment relationships.
- Fundamental principles governing the relationship between employers and employees.
- Legal and regulatory responsibilities of Human Resources Management.
- Rights and obligations of employers and employees under Saudi Labor Law.
- The legal framework governing the establishment and management of employment relationships.
- The importance of legal compliance in reducing employment-related risks and disputes.

Day 2 - Employment Contracts, Recruitment, Wages, and Working Hours



- Legal requirements governing employment contracts, contract types, and essential terms.
- Reviewing and structuring key provisions of employment contracts.
- Legal obligations related to recruitment, appointment, and probation periods.
- Managing wages, allowances, and employee benefits in accordance with applicable requirements.
- Regulation of working hours, rest periods, overtime, and related legal requirements.
- Addressing legal risks arising from non-compliance with employment contracts, wages, and working-hour requirements.

Day 3 - Leave, Employee Rights, and Disciplinary Procedures

- The legal framework governing leave, absence, and weekly rest periods.
- Managing annual, sick, and other types of leave in accordance with applicable requirements.
- Employee rights during employment and mechanisms for ensuring compliance.
- Understanding employment violations, their classification, and legal implications.
- Disciplinary procedures and legal controls governing the application of disciplinary measures.
- Proper documentation of violations, investigations, and disciplinary actions.

Day 4 - Termination of Employment, Legal Risk, and Labor Disputes

- Legal frameworks governing termination of employment and expiry of employment contracts.
- Managing resignation, contract termination, dismissal, and legally recognized termination situations.
- Managing final settlements, employee entitlements, and obligations arising from termination.
- Identifying legal risks associated with employment termination decisions.
- Preventing labor disputes and managing employee complaints and employment-related claims.
- Best practices for documenting HR decisions and protecting the organization's legal interests.

Day 5 - Legal Compliance, Governance, and Advanced HR Practices



- Developing an integrated HR compliance framework aligned with Saudi Labor Law.
- Reviewing HR policies and procedures from a legal and compliance perspective.
- Managing legal risks associated with employee relations and HR decisions.
- Strengthening governance and transparency in employee-related decisions and procedures.
- Developing effective practices for preventing employment disputes and labor claims.
- Practical case studies involving common legal situations in Human Resources Management.
- Applying best practices in the legal management of employment relationships and sustainable HR compliance.

Why Attend This Workshop? Wins & Losses!

- Develop a comprehensive understanding of the legal aspects of Human Resources Management in Saudi Arabia.
- Strengthen the ability to apply Saudi Labor Law to everyday HR decisions and workplace situations.
- Improve the management of employment contracts, wages, working hours, leave, and employee rights.
- Reduce legal exposure arising from non-compliant HR practices.
- Strengthen the ability to manage disciplinary procedures and termination of employment in a legally compliant and properly documented manner.
- Improve employee relations management and the prevention of labor disputes.
- Support HR departments in making more accurate, consistent, and legally informed decisions.

Outcomes



- Enhance the ability to interpret the fundamental principles of Saudi Labor Law and apply them within the workplace.
- Improve the ability to assess legal risks associated with HR practices and employment decisions.
- Develop practical skills for reviewing and managing employment contracts in accordance with legal requirements.
- Strengthen the ability to properly manage wages, working hours, leave, and employee rights.
- Acquire practical skills for handling employee violations and disciplinary procedures.
- Improve the ability to manage resignation, termination, dismissal, and contract expiry cases appropriately.
- Strengthen skills for managing employee complaints, labor claims, and employment disputes.
- Develop more effective practices for documenting HR decisions and employment procedures.
- Support the implementation of effective governance and legal compliance within Human Resources Management.
- Strengthen professional confidence when dealing with employment-related legal matters.
- Contribute to building a more compliant workplace with reduced legal and employment-related risks.

Conclusion

Modern Human Resources Management requires a strong understanding of the legal and regulatory requirements governing employment relationships, particularly within the continuously evolving Saudi workplace environment. Compliance with Saudi Labor Law is not limited to understanding legal provisions; it requires the ability to translate those requirements into effective policies, procedures, and practical HR decisions that protect employee rights while safeguarding organizational interests.

The **Legal Aspects of Human Resources Management Under the Saudi Labor Law** course provides participants with an integrated framework for understanding and managing the legal aspects of the employment relationship, from recruitment and employment contracts through wages, working hours, leave, disciplinary procedures, termination of employment, labor disputes, and organizational compliance.



By combining legal knowledge, practical application, and realistic workplace case studies, participants will strengthen their ability to make professional and well-informed HR decisions, reduce legal exposure, improve employee relations, and support the development of a workplace that is aligned with Saudi Labor Law and modern professional practices.

FAQ

1. Why is it important to understand the legal aspects of Human Resources Management?

Understanding the legal aspects of HR enables Human Resources professionals to properly apply Saudi Labor Law, protect the rights of employees and the organization, reduce legal exposure, and effectively manage employment contracts, wages, leave, disciplinary procedures, and termination of employment.

2. Does the course cover employment contracts and recruitment?

Yes. The course covers the legal requirements governing employment contracts, different contract types, essential contractual provisions, probation periods, and the legal obligations associated with recruitment, appointment, and employment relationship management.

3. Does the course cover disciplinary procedures and termination of employment?

Yes. The course explains the principles and controls governing employee violations and disciplinary procedures, as well as resignation, termination, dismissal, contract expiry, final settlements, and the obligations associated with the end of employment.

4. Does the course address labor disputes and legal risks?

Yes. The programme focuses on identifying legal risks associated with HR decisions, preventing labor disputes, managing employee complaints and employment-related claims, and ensuring proper documentation of HR procedures and decisions.

5. Who should attend this Legal Aspects of Human Resources Management course?

This course is designed for HR professionals and managers, Employee Relations specialists, legal professionals, administrative managers, compliance and governance professionals, department managers, supervisors, and professionals responsible for employee relations and employment matters. It is particularly valuable for professionals seeking to strengthen their understanding of the legal aspects of Human Resources Management under Saudi Labor Law.

