



**Circular No. 23 of 2020 on Back to School Policy Issued under the  
Cabinet Resolution No. 2/8 of 2018**

**To: All Federal Ministries and Agencies**

**After Greetings,**

The Federal Authority for Government Human Resources (FAHR) extends to you the best greetings, wishing you further progress and prosperity.

Pursuant to the provisions of the Cabinet Resolution No. 2/8 of 2018 regarding Back to School policy, and for the purposes of enabling the federal ministries and agencies to benefit from such flexibility stated in the same Resolution, the FAHR is pleased to circulate the following:

**Theme 1: The first school day (the elementary stage and above)**

**This flexibility shall be granted to the employee regardless of the learning track adopted for children whether it is the traditional/regular or remote learning:**

1-The employee shall be granted the flexibility when it comes to time and attendance on the first school day of the new school year in order to provide moral and psychological support to his children on the first school day.

2-The duration of flexibility mentioned in item No. 1 above shall not exceed three hours on the first school day.

3-The difference in the school start days, according to the curriculum determined for the school by the competent agencies shall be observed.



4-The time and attendance flexibility shall be granted, in accordance with the applicable regulations of the agency concerned subject to the immediate manager's approval.

**Theme 2: The flexible working hours at childcare centers and kindergartens if their opening is approved by the competent state authorities:**

1-The employee shall be granted the flexibility for the full days of the first week of the school year in terms of time and attendance flexibility to accompany his children from/to the kindergarten or home.

2-The duration of flexibility mentioned in item No. 1 above shall not exceed three hours throughout the days of the week.

3-The difference in the school start days, according to the curriculum determined for the childcare or kindergarten or by the competent agencies shall be observed.

4-The time and attendance flexibility shall be granted, in accordance with the applicable regulations of the agency concerned subject to the immediate manager's approval.

**Theme 3: Flexible working hours on occasions and other circumstances pertaining to the school year:**

The federal agencies shall issue the necessary by-laws or regulations in order to enable their staff to support students in terms of the aspects below in such a manner that does not affect the workflow at the agency concerned, and does not conflict with Human Resources at Federal Government Law.



1-The employee shall be granted a permission for a maximum of three hours to attend the parents' meetings pertaining to their children schools in implementation of the parents' councils – related regulation.

2-The employee may be granted a permission for a maximum of three hours to attend the graduation ceremonies and children – related occasions and activities.

Please be advised that FAHR is fully willing to provide any support or assistance to the federal ministries and agencies in all matters relating to the implementation of the aforementioned Resolution.

**Sincerely,**

**Federal Authority for Government Human Resources (FAHR)**

**Issued by us on August 27, 2020**