



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Employee Relations			
Policy Name:	Public Holidays Policy			
Policy ID Code:	HR-CB.03.007	Rev. 00	Page 1 of 2	

## Public Holidays Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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## 1 Purpose

It is the policy of HBKU to establish guidelines and standards for providing Public Holiday in accordance with the provisions of the Qatar Labor Law and to ensure that employees can celebrate and participate in the various religious, social, and national events while considering operational needs.

## 2 Scope

This policy applies to all HBKU employees.

## 3 Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision including persons whose employer of record is Qatar Foundation.

## 4 Policy

### 4.1 General Principles

- 4.1.1 HBKU recognizes and observes Public Holidays in accordance with the provisions of the Qatar Labor Law.
- 4.1.2 In cases where a holiday falls on a weekend (Friday or Saturday), the next working day will be taken as a holiday.
- 4.1.3 If a public holiday coincides with training outside Qatar, the concerned employee will not be granted a day off in lieu.
- 4.1.4 If a public holiday coincides with any approved business assignment outside Qatar, the concerned employee may be granted a day off in lieu or a day will be added to the annual leave entitlement, at the option of the employee.
- 4.1.5 If official holidays fall during periods of approved leaves, employees will be compensated equivalent time off in lieu.
- 4.1.6 Public holidays must be taken as scheduled, unless the employee is requested to work, and a written approval is obtained in advance from the concerned unit/entity Head.
- 4.1.7 Employees required to work during public holidays will receive compensation as defined in the Work Schedule Policy.

### 4.2 Public Holidays recognized by HBKU - HBKU recognizes and observes Public Holidays as follows:

- 4.2.1 **Eid Al Fitr & Eid Al Adha:** Actual, approved public holidays will be communicated to HBKU employees prior to the start of such holidays based on management decisions. These holidays will not be less than what is stipulated in the Qatar Labor Law.
- 4.2.2 **National Day:** 1 working day
- 4.2.3 **National Sports Day:** 1 working day. The National Sports Day will be on the second Tuesday of February of every year.
- 4.2.4 HBKU may observe other holidays for special national or religious occasions proclaimed by the Qatari Government.

## 5 Associated Procedures, Guidelines, and Supporting Documents

NA

## 6 References and Related Policies

Work Schedule Policy.

## 7 Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.