

- 1. My contract will end soon and I might not be able to travel home due to travel restriction, how would you help me?**

Based on your department approval, HR Department will encourage to renew/extend the contract.

- 2. Employee who resigned and took the severance and cannot leave the country since the borders are closed, what shall he/she do?**

To be dealt with on a case by case basis.

- 3. I am due to be re-contracted and I am not able to obtain or renew my Life Support Certificate, what shall I do?**

You will be re-contracted without this certificate subject that you have to schedule yourself later and submit the certificate to HR Department.

For further clarification, please refer to ATA-LSTC/177/41, CANCELLATION/POSPONEMENT OF THE LIFE SUPPORT TRAINING COURSES (<http://www.kfshrc.edu.sa/store/media/dfx.pdf>).

- 4. I am due to be re-contracted and I am not able to obtain or renew my Fire Safety Certificate, what shall I do?**

You will be re-contracted without this certificate subject that you have to schedule yourself later and submit the certificate to HR Department. However, you are required to complete relevant online training module as part of your annual re-contracting requirements.

For further clarification, please refer to GD:719-41, SUSPENSION OF ANNUAL IN-CLASS FIRE SAFETY TRAINING CLASSES UNTIL FURTHER NOTICE (<http://www.kfshrc.edu.sa/store/media/den.pdf>).

- 5. My Saudi Council is expired or due to be expired, how can I be re-contracted?**

The expiration of Saudi Council has been extended in the Oracle till the 1st of August 2020. So, you can proceed with Re-contracting.

- 6. I am due to be re-contracted and the PPD is required. Shall I visit Family Medicine?**

You will be re-contracted and no need to visit Family Medicine. The PPD request in Oracle has been deactivated from 15 March 2020 for three months.