



Selena Bureau for Authorized Translation
مؤسسة سيلينا لخدمات الترجمة المعتمدة

Internal Regulation for Arrangement Labor

Issued by provisions article (55) of

Labor law no.8 in 1996



The Hashemite kingdom of Jordan
Ministry of Labor
Law Affairs Directorate
It has been authorized on this internal regulation
which consisted of ten pages
No. T/1/1/15122
Dated in Dec /13/2021

First article

The provisions of this law will includes all employees in company from the date of approval it, must not amending or changing any part of it without labor minister approval

Second article:

The provisions of this regulation dose not effect on any rights , the labor law may obtains it to the employee either this law or other applicable law , individual or group working contract , decision or arrangement either previous/currently of this regulation if it may obtains the employee best rights of the aforementioned regulation .

Third article:

- A. The working hours in the company starts at half past seven A.M until quarter past four B.M. the period of work break forty five minute upon to the administration order . the employee stay in company through break period (Cafeteria) between eleven and forty five minute to half past eleven A.M
- B. working hours and break times might change that is based on the administration orders after ministry of labor approval , upon to the working conditions whereas daily working hours not exceeding eight hours, not include break period or it may distribution weekly working hours as the company a deemed appropriate in which weekly working hours not exceed forty eight hour not include work break time

Fourth article:

The confirmation attendance and departure employee's location labor location by fingerprint or face print when they need to depart company for any reason



Fifth article:

Working time in Ramadan month (feasting month) in every year issued by administration that time change from a year to another

Sixth article:

A :the employee must not departure location working for private reasons during labor time which aforementioned regulation limited .without written permission(private departure) by his manager if that is matter dose not obstacle working or for emergency case ,if the departure hours more than three hours in one day it became vacation day .

B: the employee must not departure location labor (departure working) for official working means without written permission issued by his manager.

Seventh article

A The individuals who under take general supervision or administration tasks and those work required travel or movement in Jordan or abroad those individuals ,the provisions do not include them

Eight article:

1- : in case the employee agree to work part time hours he gets wage for every part time hour no less 125%than normal work hour wage.

2 - In case employee works in his weekend, religious or official holidays, he will get additional wage no less than 150% of normal work wage day

3- : the administration , direct manager only are authorized of overtime working commission , that overtime working hours must be confirmed by employee's approval (written consent)

4: it is permissible for the employee to work more than working hours, which specified in internal provisions regulation aforementioned in addition he has right of full wage which is specified in paragraph (A)

Paragraph (B) of this article

First: if the employee carries out annual inventory tasks or prepares the budgets and accounts provided these days does not exceed thirty day in one year and that daily overtime working hours do not exceed four hours other than the working hours which was specified for the normal working day

Second: if the employee undertake the following tasks. To avoid occurrence losses or damage goods or to avoid technical risks, transport goods if the labor days do not exceeding thirty day in one year and labor hours do not exceeding ten hours



Ninth article:

A: labor days in one week are six days, Friday day consider holyday with full wage unless working tasked require others

B: the employee has right to collect all vacation days and get it once within period not exceeding one month if the administration agree that

Tenth article:

All employee is entitled to get on the vacation with full wage in official, religious holidays the Christian employee entitled to get on religious vacation

Eleventh article:

A: the employee entitled of annual vacation fourteen day in every year with full wage, the employee who worked five consecutive year, he has right of twenty-one vacation day

B: the employee entitled of annual vacation through the first day of January month to the last day of December day of a year .in case he appointed during the year , his annual vacation will limits from his appointed date of the beginning next year

C: the employee entitled to postpone his annual vacation to the next year if the two parties' employee and administration agree, the employee not entitled of that postpone vacation if the year-end without he does not benefit of that vacation

D: the administration entitled to limit during the first month of a year the annual vacation for every employee in organized program and inform him before the end of December month in a year

E. if the annual vacation was through weekly, religious officinal holidays does not consider the part of these holidays

Twelfth article :

The employee entitled to Sick leave through a year whether partial or intervals in the same year in the following cases

A: the first of fourteen-day vacation through the same year will be full wage upon to the medical report



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B: renew vacation for another fourteen day through in the same year in case the employee still ill or he ill another time whereas he entitled full wage based on approved medical committee

C: the medical institutions that are mention in paragraph (B) approved according to the decision issued to all employee. The task of these medical institutions is to provide medical report for period Sick leave just; the employee entitled to take treatment in any other medical institutions

Thirteen article:

The employee entitled of vacation according to the following cases:

A : if the employee will join to labor cultural course by ministry of labor through coordinated between company's administration and ministry of labor .the period course fourteen day with full wage

B: Pilgrimage vacation it given once if the employee who worked five continuous years at least, the vacation period two weeks with full wage

C: studying vacation of approved university for four month without wage

D: the wife or husband who working in the company entitled to obtain an unpaid vacation for two years in case of moved any one of then to work abroad the Hashemite of Jordan or another governorate this vacation is given once

E: paternity vacation: for four days with full wage

Fourteen article:

Employee woman entitled vacation in the following cases

A: one year, unpaid vacation in order to take care of her children in case she worked in another place she will not entitled of return to his job

B: employee woman entitled of maternity vacation, a paid, for ten weeks before and after birth not exceeding six weeks

C: breastfeed period her child during working hours whereas the total period not exceeding one hour in per day with the full wage for a year starting from the date of child birth



Fifteen article:

A : the employee not obligated of perform tasks not mentioned in his working contract except in emergency cases in order to avoid accidents within his ability

B: the employee not obligated to works in unspecified place for him unless are mentioned in his working contract

C: the company not titled of move any employee to another working or decreased his wage

D: employee's wage paid during the period not exceeding one week

E: the company committed to offer safe working environment and avoidance all kinds of violence

Sixteen article

The employee should obligated of

A: perform his tasks working

B: obligated of his supervisors orders

C: keeping the security his working

D: obligated of medical examinations

Seventeen article:

The company is committed of appreciate working environment for disabled's individuals according to employment regulation and inform them of the provisions

Eighteen article:

The employee dismissed from his job according to provisions (28) of labor law the following cases:

First: if the employee impersonates another person or forges documents for benefiting himself or others



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Second: If the employee not entitled of his responsibility is mentioned in his working contract

Third- If the employee causes a large financial loss to the company, if the company does not inform the competent authorities

- Fourth: If the employee violates the company's internal system, including the conditions of public safety, despite being warned twice in writing

Fifth: If the employee absent without a convincing reason for more than twenty days during one year or more than ten consecutive days, before dismissal, there were, a written warning will sent by mail to his address and published in the local newspapers once.

Sixth: If the employee discloses his work secrets

Seventh: If the employee convicted of a felony or misdemeanor involving moral turpitude

Eighth item: If the employee came to the workplace while in a state of intoxication, abused a narcotic substance, or committed an immoral act in the workplace.

Ninth: if the worker assaults his manager or one of his colleagues with beating or humiliation

Nineteen article

The provisions of the sanctions list mentioned in item (b) of this article include all employees who violate their duties and responsibilities according to sequence penalties and the following provisions

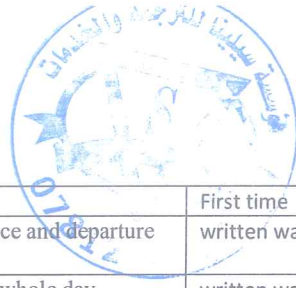
- 1- This regulations are considered an integral part of the internal regulation for organization labor
- 2- The employee shall not be subject to any disciplinary measure or any violation not provided for in the Regulations.
- 3- The employee shall not be subject to any disciplinary measure or violation if fifteen days have passed
- 4- The total fines imposed on the worker should not exceed three days' wages per month
- 5- The employee must be given the opportunity to defend his right before imposing a penalty on him



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- 6- The employee has the right to object to the penalty within fifteen days of being notified
- 7- The fines that were imposed on the worker are documented in a special file in which the name of the employee , the amount of his salary and the number of violations are mentioned, in order to achieve social services as determined by the Minister of Labor and upon a written request from the administration
- 8- The employee is not entitled to a wage for absence without an excuse
- 9- Any fine or offense committed for a period of twelve months shall cancelled
- 10- The employee is dismisses from his job if he receives two warnings and commits, during this period, a violation or another fine
- 11- In addition to the penalties stipulated in this regulation, the company has the right to:
 - 1- To deduct from the worker's wage the value of the things that caused its damage, provided that it does not exceed five days' wages
 - 2- The company has the right to claim its rights through the competent courts



Type of Violation	First time	Second time	Third time	Fourth time	Fifth time
Violation of the official working hours, attendance and departure	written warning	Fine wage 50%	Fine wage one day	First written warning	Second written warning
Absence from work without a valid reason for a whole day	written warning	wage fine 75%	Fine wage one day	Fine wage two days	second written warning
Staying outside of location working	written warning	wage fine 25%	Fine wage 50%	Fine wage one day	Fine wage three days
Violation of work instructions	First written warning	second written warning	third written warning	-----	-----
Intentionally reducing production	written warning	Fine wage one day	First written warning	second written warning	third written warning
Sleeping during working hours	day wages fine	Fine wage two days	First written warning	second written warning	third written warning
Drinking alcoholic or drugs while at work	Three-day discount wage	First written warning	Second written warning	-----	-----
Carrying weapons in the workplace	Fine wage one day	Second written warning	Second written warning	third written warning	----
Smoking in places where smoking is prohibited in the workplace	warning	warning	-----	-----	-----
Equipment misuse	Fine wage one day	Fine wage two days	first written warning	second written warning	third written warning
False claim of illness	Fine wage one day	Fine wage two days	written warning	-----	-----
Driving vehicles or machinery at high speed	Fine wage one day	Fine wage two days	first written warning	second written warning	third written warning
Non-compliance with hygiene instructions	Fine wage one day	Fine wage two days	first written warning	third written warning	third written warning
Non-compliance with the work uniform	written warning	Fine wage one day	Fine wage two days	third written warning	First written warning
Visits during work without prior permission	written warning	Fine wage one day	Fine wage one day	first written warning	second written warning
sexual harassment	written warning	Fine wage one day	Fine wage two days	first written warning	second written warning
Improper handling	First written warning	second written warning	written warning	first written warning	-----
Cheating on arrival and departure times	Fine wage one day	Fine wage two days	written warning	first written warning	second written warning
Failure to comply with work instructions	Fine wage two days	Fine wage three days	third written warning		second written warning
Refusal to work overtime for the purpose of avoiding damage to merchandise, avoiding work risks, or in order to deliver goods	First written warning	second written warning	third written warning	-----	-----