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Kuwait al Yum, 1241.

DECREE on the Regulation of the Civil Service.

Having examined Articles 26, 72, 73, 74 & 155 of the Constitution

Decree No 10 of 1960, Civil Service Law and its Amending legislation,
Law No 30 of 1964 on Establishment of Public Accounts Department,
Law No 9 of 1971, on non recording of first felony,
Amiri Order Law No 61 of 1967 on Publication Social Security Law,
amended by Decree Law No 126 of 1977,

Decree Law No 31, 1978 on Rules for the Preparation of Public Budget,
Implementation Supervision, and Final Accounts.

Decree Law No 15 1979 on Civil Service,
Decree No 2 of 1962, Reorganising Ministries, and its Amending Decrees,
Decree of 13, January 1976 on Lists of Missions for Civil Servants,
Employees and Workers, amended by Decrees of April 13th 1977 & July 1st, 1987

Decree of 22 May 1976 on Central training Administration,
On the submission of the Minister of State for Legal and Administrative Affairs,
With the approval of the Council of Ministers,

DECREES THE FOLLOWING:

APPOINTMENTS

ARTICLE 1

Any person appointed to a post must fulfil the following:

1. Be a Kuwaiti national, if not preference would be for an Arab national.
2. To be of good conduct and known repute.
3. To be at least aged 18 years old, except for those cases decided by the Civil Service Council.
4. To possess the qualifications and fulfil those conditions required for the post.

To have been proven physically fit to occupy the post.

The health aptitude conditions shall be determined by a decision of the Minister of Public Health, some of these rules may be waived by decision of the competent Minister

6. Must not have been previously dismissed from employment by a final disciplinary decision, unless it is three year's old.
7. Must not have been previously sentenced to a custodial sentence for a felony or a crime of honour or trust, unless he was cleared of the charge in both cases and without prejudice to the terms of the abovementioned Law no 9 of 1971.
8. The Government authority may after having consulted the Personnel Department add other conditions.

ARTICLE 2

The Civil Service Council shall, in consultation with the competent government authority, determine those posts where an admission test must be taken. It shall also draw up the test and procedures, how the successful candidates shall be nominated to occupy those posts.

ARTICLE 3

The Civil Service Council shall set the grade and salary in its services with due account being taken of the type of post, the level, type and rarity of the qualification, experience or training. The Council shall also determine the number of years of study required. The posts shall be classified and graded within five years.

ARTICLE 4

Appointment to civil service posts shall require possession of an educational qualification suited to the nature of the job. The Civil Service Council shall determine the educational levels required for appointment in this group.

Unqualified but experienced persons can be appointed, as well as persons who have received training in the posts of the said group. This shall be undertaken according to the rules and conditions approved by the Civil service Council on the basis of the proposals of the Personnel Department.

ARTICLE 5

The Civil Service Council shall set up a committee composed of the Education Ministry, the University of Kuwait, & the Personnel Secretariat to assess education qualifications and establish their equivalencies according to the levels set by the Council for appointment in the Civil service posts group. The Council may add other members in addition to these authorities.

ARTICLE 6

The Civil Service Council, on proposal of the Personnel Secretariat, shall establish the rules and regulations for appointment in each group of posts, crafts & services, due account being taken of the provisions of this Decree.

ARTICLE 7

The groups of posts, the corresponding grades, the basic salary, the category of periodic increments, as well as the minimum duration of each grade shall be determined according to the schedules annexed to this Decree.

ARTICLE 8

Without prejudice to the provisions of Article 3 of this Decree, an employee's remuneration on his first appointment shall be at the first step of the appointment grade. His salary is due as of the date of entering service.

Seniority in a grade shall be calculated from date of appointment to it.

ARTICLE 9

Appointment to a general service group shall be by decision of the Minister, and in the crafts and services grades by the deputy Minister.

ARTICLE 10

Employee seniority for each grade in an employment group/category shall be determined according to appointment date, should several employees be appointed on the same day to the same grade, seniority between them shall be determined according to the rules drawn up by the Civil Service Council based on the recommendations of the Personnel Secretariat.

ARTICLE 11

A staff member, who has left the service, may be reappointed to the same grade he previously occupied for the same remuneration or a higher one, or at a higher grade than the one he previously occupied providing that:

A. Not more than five years have elapsed since he left the service, unless that period was spent acquiring experience beneficial to his new post.

B. A report has been submitted during the last two years of his previous job declaring he is weak (unfit).

This shall be undertaken according to the rules and regulations established by the Civil Service Council as proposed by the Personnel Department.

ARTICLE 12

The staff member shall be informed by a copy of the decision to appoint him, if he does not take up his post within a month of receipt of the notification & if he fails to provide an acceptable reason to the government authority, the appointment decision is null and void.

ARTICLE 13

Except for managerial posts, a first time appointee shall be appointed for one year's probation during which his contract may be terminated or within a month of the end of the contract if it is proven that he is unfit to assume the charge of his job, if not, his appointment becomes a fixed one and the probation period calculated as part of his service.

Fitness for a job during the probation period shall be determined according to those rules and regulations established by the Minister in agreement with the Personnel Secretariat.

The provisions of the two paragraphs above shall govern a person who is reappointed to a post, if he did not succeed in the probation period of his previous job or, if he is being appointed to a different job.

The said employee shall not receive any bonus for an unsuccessful probation.

STAFF EFFICIENCY ASSESSMENT

ARTICLE 14

Each Line manager shall assess the efficiency of staff he manages, except those in senior managerial positions; he shall submit a report as to whether a staff member is outstanding or weak and substantiate his assessment. The report shall then be submitted to the manager's superior for comment and forwarding within seven days to the personnel affairs unit.

A staff member about whom no report was submitted for a given period shall be deemed sound.

ARTICLE 15

The personnel affairs unit shall organise submission of the reports to the personnel affairs committee, which shall approve them within four days of the unit's receiving them. Any report not approved by the committee is null and void.

ARTICLE 16

The personnel affairs unit shall forward to a staff member about whom a weak report was written a copy of said report, within seven days of it being approved by the personnel affairs committee. The staff member may present an appeal to the committee within twenty days of receiving the notification.

The committee shall examine the appeal within thirty days of presentation to the personnel affairs unit, and if it is accepted, the report shall be invalid.

The committee, if it deems this necessary, may interview the staff member and investigate his claims.

The staff member, who receives two final reports within one year indicating his weakness, shall have his case submitted to an deputy Minister who shall consider imposing any of those sanctions set out in Article 60, except for a dismissal from service order which can only be signed with Ministerial approval. Any person who has received such a sanction may appeal to the Minister within fifteen days of his being notified.

If the staff member receives a third 'weak' report within one year of his last one he shall be deemed as have been dismissed from service once the report is finalised.

ARTCILE 18

A staff member who receives a weak report shall be deprived of the first periodic raise or promotion due to him.

Contrary to the provisions of Article 14, a staff member shall be treated thus till his immediate chief submits a good report.

The abovementioned report is governed by the same rules that govern presentation, approval and appeal.

ARTCILE 19

A staff member may not be promoted or granted a periodic raise, whenever one is due, before an appeal by him has been examined according to the procedure provided for in Article 16.

SALARY RAISES.

ARTCILE 20

A staff member shall be granted periodic raises according to the grades set out in the tables annexed to this Decree.

A periodic raise is due in January or July following the completion of the first twelve months of appointment of the staff member or from his receiving the previous periodic raise.

ARTCILE 21

If the Minister decides and upon recommendation by the personnel affairs committee, a staff member may receive a bonus raise equivalent to his periodic grade raise but without exceeding the remuneration limits of his grade, on the following terms:

- i. That the 'excellent' report on staff member was issued is less than a year old.
- ii. That a staff member is not granted such a raise more than once in his grade.
- iii. That the staff member was not chosen for promotion to his current grade less than two years previously.

This salary raise is granted notwithstanding the due date of a periodic raise. This bonus raise shall be paid as of its date of approval.

PROMOTIONS

ARTCILE 22

Promotions in the grades of public service, crafts, & services categories shall be made based on seniority and according to the provisions of the following two Articles.

In all cases, a staff member can only be promoted to the grade directly following his own and within the same group.

Each promotion gives the right to the base salary in the grade of promotion plus one rise in its scale of periodic raises.

Promotion in the grade of the general service, crafts, and service groups shall be made based on seniority and selection according to the provisions of the following two articles.

In all cases promotions can only be to the step following a staff member current one in the same group.

Each promotion gives the right to the base salary in the step of promotion, plus one raise of the periodic raises.

ARTICLE 23

Without prejudice to the provisions of Article 18, a staff member shall be promoted by seniority, in January or July after spending twelve months at the last basic remuneration of his grade.

ARTICLE 24

A staff member may be promoted by selection, following decision of the Minister, & based on a proposal from the Personnel Affairs Committee, and according to the following conditions:

- 1) A free grade is available.
- 2) That the staff member has spent the required minimum period in a grade referred to in the table attached to this Decree.
- 3) That the staff member has received 'excellent' reports during the previous two years
- 4) That the staff member was promoted to his current grade by selection.

Promotion in this case shall be effective as of the date of publication of the decision. This promotion does not alter the date for receiving a periodic raise, if both dates should coincide; the staff member shall receive the basic wage of the grade he is promoted to and one of the periodic raises.

ARTICLE 25

The Civil Service Council may, on the basis of a proposal from the Personnel Secretariat add other provisions regarding promotions in addition to those mentioned above, as well as establish general rules for exceptions to promotion rules set out in this decree.

ARTICLE 26

Seniority for staff members being promoted at the same date shall be determined on the basis of seniority in the previous grade.

In all cases if the date of promotion of a staff member coincides with that of the appointment of another staff member at the same grade & in the same group, the promotion date shall prevail over the date of appointment.

STAFF AFFAIRS COMMITTEE

ARTICLE 27

One committee or more, depending on the size and type of government department, shall be established by Ministerial decision. The committee

shall be composed of at least four senior members from the government department, the head of the personnel unit, who may, if more than one committee is set up, delegate one of the unit's staff as a member of the committee.

The committee shall be chaired by the senior ranking member; in case of parity the oldest member by seniority is selected.

The head of the personnel unit or his delegate shall act as secretary to the committee.

This committee shall be responsible for:

1. Approving efficiency reports.
2. Examining appeals submitted by staff members whose efficiency was evaluated as weak.
3. Propose promotions by selection.
4. Propose salary raise awards.
5. Give its opinion on questions referred to it by the Minister.

The committee shall submit its proposals regarding its competences in Articles 3, 4, & 5 to the competent authority for adoption, amendment or rejection. Its decisions are final.

ARTICLE 28

The committee shall meet when invited to do so by its chairman or upon request by the Minister. The meeting shall be deemed valid if attended by the chairman and half the membership at least, including the head of the personnel unit or his delegate.

ARTICLE 29

The staff affairs committee shall adopt its decisions by a majority opinion. In case of equality, the chairman's opinion is the casting one. Abstentions shall be deemed a rejection of a proposal which must in this case be justified.

ARTICLE 30

The committee's proceedings shall be noted in a record that must essentially reflect matters before the committee, decisions and proposals adopted.

The record shall be signed by the chairman and secretary.

A special register shall be established by the head of the personnel department where these records shall be noted.

These records may only be examined or copies made by order of the Minister or Deputy Minister, or by a legal authority or a disciplinary authority.

TRANSFERS, SECONDMENT AND LOANS.

ARTICLE 31

A staff member may be transferred from one government authority to another providing this is made to a vacant post of the same grade as his own job, and within the main group of posts in which the job is classified.

Transfer shall be by decision of the competent authority for appointments in the department the staff member is being transferred to, and following approval by the equivalent authority in the department he is being transferred from.

The Civil Service Council shall adopt a decision with the rules governing transfers between authorities where posts and grade differ.

ARTICLE 32

The competent appointments authority may decide to second a staff member to take over the duties in another post in the government authority where he is employed. The secondment may be in addition to his original duties and on the following terms:

1. That the secondment not be to a job with grade lower than the staff member's original one.
2. That the secondment not be for more than one year, this is renewable for three years.

The staff member may also be seconded to another government department, account being taken of the two conditions above, in this case, the decision shall be made by the competent authority for appointments at this department, and following approval of the same authority in the staff member's original department.

ARTICLE 33

A staff member may be loaned, with his approval, to the following authorities:

1. Public institutions and establishments.
2. Sports and public service institutions.
3. Companies where the government is a share holder.
4. Arab, or foreign governments and international institutions

Such loans shall only be undertaken according to the rules established by the Civil service council.

ARTICLE 34

The post of a staff member who is on loan shall remain vacant; it may be temporarily filled by appointment, if the loan is without payment of salary and for a period of not more than one year. The post must be vacated upon the staff member's return.

HOLIDAYS and LEAVE

ARTICLE 35

A staff member may obtain the following leave:

1. Emergency leave
2. Periodic leave
3. Special leave, with full pay, a reduced pay or unpaid.
4. Sick leave.

ARTICLE 36

A staff member may absent himself without informing the authorities beforehand to obtain permission.

Such leave shall not be for more than four days per year and shall not be for more than one day at a time. The staff member must, on his return, provide his chief with a reason for his absence. The chief shall make a decision at his own discretion.

The staff members right to such leave lapses at the end of each year.

ARTICLE 37

Periodic holidays shall be taken for 30 days each year; these shall be increased to 45 days for a staff member with 15 years government service. This leave may only be taken after having spent six months in the post.

Remuneration due for periodic leave shall be paid when the leave starts.

ARTICLE 38

Periodic leave may not be granted except on request of the staff member, and within his permitted quota. A staff member may not take periodic leave until he has obtained permission for it.

A government authority may not postpone periodic leave, reduce, or interrupt it except for reasons dictated by the interests of the job.

ARTICLE 39

A staff member is not entitled to periodic leave for those periods spent on educational leave, scientific missions, on secondment, if he was suspended, if he was accompanying a sick person, or on a special leave for six months or more.

ARTICLE 40

A staff member shall retain the remainder of any leave due to him and which he has not taken, for five years, the current year and four preceding ones. Leave over that period is lost. If circumstances permit, a staff member may receive ninety days leave in one year. Each staff member shall be informed of the number of periodic leave days due to him in January of each year.

ARTICLE 41

A staff member is entitled at the end of his service to financial compensation for any residual periodic leave due to him, for not more than ninety days calculated on the basis of the last salary paid. Any leave due over and above is lost. If a staff member is reinstated before the period of leave he was paid for elapses, he shall refund the amount due for the remaining period, which shall then be added to his residual days of leave.

ARTICLE 42

The Civil Service Council may, as an exception to the abovementioned rules, and on the basis of a proposal from the Personnel Secretariat set the duration of periodic leave, its regulations and conditions for granting it to staff members of schools and institutions as well as those staff members whose job or nature of employment so dictate.

ARTICLE 43

The Minister may grant a staff member a special thirty day leave with full pay, which is not deducted from his periodic leave, to accomplish the hajj. This shall only be granted once throughout his employment. The salary due for this leave shall be paid at the beginning of the period.

ARTICLE 44

A staff member whose spouse or first or second-degree relative deceases, shall be granted four days leave with full pay.

ARTICLE 45

The Minister may grant a staff member who has no leave left, special leave to accompany a sick person the Ministry of Public Health has decided to send abroad for treatment with an accompanying person. This period shall be for the set duration of the treatment, and for not more than six months with full pay. Pay is due at the beginning of each month.

This period may be extended for an equal duration without pay.

ARTICLE 46

A staff member may be granted, by request from the competent authorities and with Ministerial approval, special leave to undertake special technical or artistic work, or to undertake scientific or sports tasks.

The Civil Service Council shall, based on a proposal from the Personnel Secretariat, establish the rules governing such leave.

ARTICLE 47

A female staff member is entitled to a special two month maternity leave with full pay and which is not deducted from her other leave, and providing that she gives birth during that period.

ARTICLE 49

The Minister may grant a female staff member special leave without pay to accompany her staff member husband if he is transferred abroad, sent on a scientific mission, educational leave, on official duty or for secondment.

ARTICLE 50

A staff member may be granted, with Ministerial approval, special leave without pay, for no more than 15 days a year, if he provides an acceptable reason.

ARTICLE 51

A staff member may be granted, upon his request, special leave without pay, in addition to those stipulated herein, and according to the rules and regulations approved by the Civil Service Council.

ARTICLE 52

By decision of the competent medical authorities, a staff member who falls ill shall be granted sick leave for a maximum of two years with full pay.

ARTICLE 53

Sick leave shall be granted according to the rules and regulations passed by the Civil Service Council, on the basis of proposals submitted by the Public Health Minister.

DISCIPLINARY MEASURES

ARTICLE 54

Suspension from work pending an enquiry shall be decided according to Article 30, paragraph one of the said Civil Service Law, and by decision of the Minister for those persons in managerial and general posts.

As for those persons occupying other posts, the deputy Minister shall issue the decision.

In all cases suspension from work in the interest of the public shall be decided by the Minister.

ARTICLE 55

No disciplinary measure may be passed without a justified decision, and after interrogating the staff member in writing or orally and after hearing his statement and defence.

ARTICLE 56

Staff members in the managerial and general posts shall be referred to an enquiry by decision of the Minister.

The deputy Minister for staff members in the other grades shall take this decision.

The investigation, if in writing, shall be set down in a record or records listed serially. Each document in the record shall be signed at the bottom by the investigator and the secretary if there is one.

ARTICLE 57

Any investigation shall only be undertaken in the presence of the staff member, though, in the interest of the investigation, this may also be held in his absence.

The investigator may examine the documents related to the enquiry; hear witnesses and other persons who shall all testify after proclaiming the oath of truth.

ARTICLE 58

Any staff member who is summoned to testify in an investigation and fails to appear or who fails to provide any information in his possession without an excuse, shall be disciplined.

ARTICLE 59

If an investigator suspects during an investigation that a crime against public law has been committed, he must submit the matter to the deputy Minister who shall inform the Minister to consider whether to inform the legal authorities and if the investigation should continue or stop.

ARTICLE 60

Disciplinary measures that can be passed on a staff member are:

1. Warning
2. A salary deduction of a period of not more than 15 days pay at a time, and for not more than ninety days every twelve months.
3. A reduction in salary by one quarter for not less than three months and not more than twelve months for each violations.
4. Demotion from a grade to the one immediately below it. The decision for the disciplinary measure shall set seniority in this grade and salary.
5. Dismissal from employment.

Persons occupying managerial posts shall be disciplined only by one of the following measures:

- a. A written warning from the Minister.
- b. A reprimand.
- c. Dismissal from employment.

ARTICLE 61

It is the deputy Ministers responsibility to sign all disciplinary measures referred to in the article above for person employed in the manual and services groups.

As for persons employed in the general services group, the Deputy Minister shall sign all the disciplinary measures except dismissal from service which shall be by decision of the Minister.

The Minister may in all cases alter the measure set out by the deputy Minister either by reducing it or imposing a harsher one. The Minister may also annul the decision and suspend the investigation.

ARTICLE 62

The Civil Service Council is responsible for disciplinary measures against persons in leadership positions by issuing a rebuke and dismissal from employment decision. The Council may refer

the matter to a committee from among its members to examine the matter and propose the appropriate measure.

The committee may consult any one it chooses who is not a member, it may also require one of its members or other to complete the investigation.

The committee's proposals shall be submitted to the Council whose decision is final.

ARTCILE 63

Referral of persons in leadership posts to the Civil Service Council as a disciplinary organ shall be by decision of the Minister which shall include a list of the violations attributed to the staff member and evidence substantiating the charge. The staff member shall be notified with a copy of the referral decision by at least fifteen days before the date of convening of the Council.

The staff member shall have the right to examine the investigations and all the documents regarding it as well as obtain a copy.

ARTCILE 64

The competent disciplinary authority may sanction a staff member in his absence if he fails to present himself for interrogation with a valid excuse, and despite having been notified in writing.

ARTCILE 65

Except in the case of persons occupying senior management posts, referring a staff member for investigation measures shall fall within the purview of the government authority where the violation took place even if the staff member is employed by another authority.

ARTICLE 66

Without prejudice to the provisions of article 63 of this Decree, if a staff member is sanctioned by dismissal from service, he shall have the right to examine the investigation or obtain a copy. Staff members from the manual and service groups, if so sanctioned, may appeal to the Minister.

The appeal shall be addressed to the Civil Service Council for persons in the general staff group. The council may set committees composed of its members to examine the appeals and to submit their recommendations.

In all cases the staff member shall submit his appeal within thirty days of having been notified. The decision of the examination of the appeal is final.

ARTICLE 67

A staff member who is suspended or who has been referred for investigation, a disciplinary trial or for a felony or a crime or for an offence against morality or honesty may not be promoted. If he is cleared of charges or punished by a warning, he shall retrieve his seniority in a grade when promoted.

ARTICLE 68

A staff member shall not be considered for promotion if he is subject to a disciplinary penalty until it has been completed, as well as for an additional period of:

- six months, if his salary is deducted by more than one week.
- one year if his salary is reduced.
- two years if he is demoted in grade.

These postponements shall be calculated from the date of the sentencing, even if this overlaps with a previous sanction.

ARTICLE 69

A staff member cannot be punished for a penalty committed more than five years earlier, unless that period was interrupted by an investigation of the staff member, or his suspension from work or for any other disciplinary measures.

This period shall be resumed as of the end of the latest measure taken.

If several staff members stand accused any interruption in the period for one shall apply equally to the others, even if no interruption was applied against them.

ARTICLE 70

Disciplinary sanctions against a staff member shall be erased after the following periods have elapsed without any sanction being approved:

- * Six months for a warning.
- * one year for a deduction in salary of not more than one week.
- * two years for a deduction in salary for more than one week
- * three years if the salary is reduced by one quarter for not less than three months, and not more than twelve months.

* four years if he is demoted.

A warning or reprimand against persons in leadership posts shall also be erased after three years have elapsed.

Erasure of a sanction shall be decided by the authority that first imposed it and implies an unblemished record for the future.

TERMINATION OF SERVICE

ARTICLE 71

A staff member's employment shall be terminated for one of the following reasons:

1. Resignation.
2. Retiring.
3. Dismissal as a disciplinary sanction.
4. Removal from office in the public interest shall be by decision of the Council of Ministers.

A staff member removed from office may appeal to the Council of Ministers within one month of the decision being announced, the Council's decision shall be final.

A person who has been removed from office on the basis of the provisions of this Article may not be appointed to another public office, to a public institution or undertaking, neither can he be a parliamentary candidate, or be nominated to any other post or as municipal elder for five years following this Decision.

5. Being sentenced to prison for a felony or for a crime against honour or for dishonesty. The Minister may decide if the sentence is a suspended one, to retain the staff member.
6. Loose his Kuwaiti Nationality or have it withdrawn.
7. If found to be physically unfit for employment, or if his sick leave is over, whichever comes first.
8. If he reaches the age of sixty. The civil Service Council may establish rules and regulations to extend the periods of service for a staff member who reaches sixty, providing that this extension is not for more than five years.

In mosques, Imams, Speakers and Muezzins shall have their service terminated at the age of seventy.

9. Death.

ARTICLE 72

Physical fitness for work is determined by decision of the competent medical authority, upon request of the staff member, or the government authority that employs him.

The staff member's employment shall be terminated as of the date of such a decision, or if his sick leave referred to in Article 52 has elapsed, whichever ever comes first.

ARTICLE 73

The conditions and rules governing fitness for employment, as well as the competent medical authority and its procedures shall be determined by decision of the Public Health Minister in agreement with the personnel department.

ARTICLE 74

A staff member may resign from his job and a decision issued by the Minister to accept it if the staff member hold a leadership post. The Deputy Minister shall approve resignations for other grades. The competent authority to accept the resignation may postpone consideration of the resignation for thirty days, or else it shall be deemed accepted.

The acceptance of a resignation may not be postponed for more than six months; after which the resignation shall be final.

The resignation must be in writing and unconditional, if terms are attached or if it is tied, the resignation shall be deemed null and void, unless it is decided to accept it and acquiesce to the staff members demands.

A staff member's resignation may not be accepted if he has been sent for questioning, suspended from work, or if any other disciplinary measures are taken against him. If such measures conclude that the staff member is blameless, or if he is punished other than by dismissal, his resignation may be accepted.

ARTICLE 75

A staff member shall continue to perform his work until he is informed that his resignation has been accepted or unless the period set for its entry in force lapses.

The staff member shall be entitled to his salary up till he is informed that his resignation has been accepted, or till the period for acceptance is over.

ARTICLE 76

A staff member may be pensioned off providing he is entitled to a pension if he resigns at that time.

The decision to do so shall be made by the Minister except for those persons employed in senior management posts, and then it shall be taken by the Civil Service Council on the basis of a proposal from the Minister.

ARTICLE 77

Staff members who have been pensioned off may not be reappointed under the terms of the previous article to a government authority where these rules are applicable.

ARTICLE 78

In the case of the Kuwait nationality being withdrawn or denied a staff member, his employment is terminated ipso jure, as of the date of the decision being passed.

ARTICLE 79

If a staff member is punished by dismissal from employment, while he is under a suspension his employment shall cease as of the date of suspension. In such cases the staff member cannot be asked to repay any payment made to him during that period.

ARTICLE 80

A staff member is entitled to his salary unto the day when his service ends for one of the reasons listed in Article 71.

ARTICLE 81

If a staff member stops working without permission or if that comes after an authorised period of leave, he shall not be paid any remuneration for his period of absence, and

notwithstanding any disciplinary action. If the period of absence exceeds fifteen continuous days or thirty non continuous days within a twelve month period, it shall be legally considered, that the staff member has resigned.

GENERAL PROVISIONS

ARTICLE 82

Official holidays shall be determined by decision of the Council Of Ministers. Official hours of work in the authorities shall be set by decision of the Personnel Department. Special hours may be set for given government authorities or in agreement with them for certain jobs.

Staff members may be requested to work outside official hours of work if the interest of the work so requires.

ARTICLE 83

A Minister may require a staff member to undertake work or tasks regarding the government authority at home or abroad. Days spent on the job shall be considered official working days.

ARTICLE 84

The calculation of the periods provided for in this Decree shall be according to the Christian calendar.

ARTICLE 85

The Personnel Secretariat shall issue the necessary instructions and directives for the implementation of the provisions of this Decree and its follow up.

ARTICLE 86

The personnel affairs unit is responsible for the implementation of the legal provisions, rules and regulations governing personnel employed in government authorities.

ARTICLE 87

Government authorities governed by this decree shall provide the Personnel Secretariat with all the information it may require and shall facilitate for its representatives examination of records and documents as required by the exercise of his mandate.

It shall also reply to comments from the Department regarding appoints within thirty days of receiving them.

TRANSITIONAL RULES.

ARTICLE 88

Staff member who are in employment when this Decree enters into force, and who are in violation of the provisions of Article 26 of the Civil Service Law, shall be granted a period of grace to fully assume their duties or they shall be deemed to have resigned, according to the law at the end of such a period.

The grace period set out in the paragraph above shall be according to the steps decided by the Civil Service Council.

ARTICLE 89

The remaining days of periodic leave due to staff members, when this decree enters into force, shall be frozen, and may be used in addition to the periodic leave due under the provisions of this decree up to a maximum of three months a year.

The rules governing the lost days in article 40 shall not apply in this case.

ARTICLE 90

Disciplinary councils stipulated in the Law on Civilian Public Employment, shall examine, till they are settled, disciplinary complaints referred to it prior to the entry into force of this Decree.

ARTICLE 91

The Civil Service Council shall establish, on the basis of proposals from the personnel department, the rules and regulations regarding the transfer of staff in the service to the various groups and grades in the annexed tables, when this Decree enters into force.

ARTICLE 92

Staff members in the service when this Decree enters into force shall have their entitlements, under the provisions of Article 20, to periodic salary raises paid as decided by the Civil Service Council.

Contrary to the provisions of Article 23, the Civil Service Council shall determine the date for the promotion of a staff member who has reached the final step of the basic salary in his grade.

ARTCILE 93

The rules and regulation on appointments being applied when this Decree enters into force shall apply for one year or until the said rules and regulations are approved, whichever occurs first, and providing that they do not conflict with the provisions of this Decree.

ARTICLE 94

The Prime Minster and the Minister, each in his field of competence, shall implement this Decree. It shall be published in the official gazette and enter into force on 1/7/1979.

EMIR OF KUWAIT

JABER AL AHMED

Prime Minister

SAAD ALABDALLAH AL SABAH

Minister of State for Legal and Administrative Affairs

SAAD AL DEIJ AL SABAH

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7 Jumadi 1st. 1399.

8 April 4th. 1979.

TABLE OF MONTHLY STEPS AND GRADES FOR CIVIL SERVANTS

Groups & Steps	Starting/ Basic Salary	Final Salary	Annual Periodic Raise		Minimum stay in step
			Amount	Number	
Leadership posts					
Highest Grade	770				
Deputy Minister	680	760	16	5 times	
Assistant deputy Minister	580	660	16	"	
General Service Posts					
Step(S) /A	500	560	12	"	TWO YEARS
S/ B	440	500	12	"	"
S1	390	440	10	"	"
S2	340	390	10	"	"
S3	290	340	10	"	"
S4	240	290	10	"	"
S5	180	220	8	"	"
S6	145	180	7	"	"

S7	115	145	6	"	"
S8	90	115	5	"	"
Manual Group					
S1	205	275	7	10 times	-
S2	145	205	6	"	5 years
S3	120	145	5	5 times	2 years
Groups & Steps	Starting/ Basic Salary	Final Salary	Annual Periodic Raise Amount	Minimum stay in step Number	
S4	100	120	4	5 times	Two years
S5	85	100	3	"	"
S6	70	85	3	"	"
Services Group					
S1	140	190	5		5 years
S2	100	140	4		"
S3	70	100	3		5 years