

Basic Policies in Recruitment of Domestic Workers

1. Pre-Selection Interview

- Workers should be interviewed before selection to ensure duties, responsibilities, and compensation are properly discussed and agreed upon.

2. Processing Time

- The allowable processing time set by Musaned is 90 days, counting from the date of the contract.
- Ellutf's average processing time is 2 months from the contract date. There may be circumstances beyond our control that may delay the process but we always do our best to deploy worker not more than 2 months.

3. Probation Period

- **Agency-Hired Workers:**
 - a. Workers hired through Ellutf Recruitment Company are subject to a 90-day probation period to assess their suitability.
 - b. If a worker is found unsuitable, Ellutf may facilitate her transfer to another employer.
- **Medical Fitness & Pregnancy Cases:**
 - a. If the worker is found medically unfit or pregnant, the employer must provide a medical report to Ellutf for verification.
 - b. In such cases, the worker will be repatriated, and the employer may choose one of the following options:
 - a. Refund of the recruitment fee.
 - b. Replacement Worker at no extra cost.
- **Direct Hires:**
 - a. Workers recruited directly by the employer are not subject to the probation period. The agency shall not be liable to refund the employer or replace the worker.

4. Arrival & Deployment Location

- All recruited workers will be deployed and received in Riyadh.
- Employers residing outside Riyadh must arrange and provide a connecting ticket or transportation to their location.

5. Post-Arrival Requirements

- The employer must provide the worker with a KSA mobile number and give the number to Ellutf also for records.
- The employer must arrange for medical tests for Iqama processing and ensure Iqama issuance within 90 days of arrival.

6. Contract Insurance

- If a worker does not complete the 2-year contract but has passed the 90-day probation, the employer may claim compensation from the insurance company for the unexpired portion of the contract, repatriation ticket, and other relevant expenses.

7. Returned Workers

- If an issue arises with a worker, the employer must allow the agency to discuss with the worker and attempt to resolve the issue.
- If the issue persists and the employer does not wish to retain the worker, Ellutf should be given at least one day to arrange accommodation or a new employer.
- Workers should be given the opportunity to transfer before final repatriation.

8. Worker Transfer Process

- **Trial Period & Employer Approval:**
 - a. Workers approved for transfer will undergo a 7-day trial period with the new employer.
 - b. If the trial is unsuccessful, the worker may be transferred to another potential employer, subject to the current employer's approval.
- **Transfer Confirmation & Payment Process:**
 - a. If the trial is successful, the transfer will be processed through Musaned, ensuring compliance with Saudi labor regulations.
 - b. The previous employer will receive payment from the new employer upon successful transfer completion.
- **Iqama Fees for Employers with More than Four Workers:**
 - a. If the current employer has more than four workers under their sponsorship and is required to pay the SR10,200 Iqama fee, this cost will not be transferred to the new employer.
 - b. The new employer will only be responsible for paying the regular Iqama fee of SR650 annually.

9. Termination & Repatriation

- If the worker is terminated or does not complete the contract, the employer must ensure proper repatriation arrangements in coordination with the agency.

10. Huroob (Absconding Workers)

- If a worker runs away, the employer may declare her as Huroob.
- The employer should provide Ellutf a copy of the Huroob declaration for reporting to FMOL (Foreign Ministry of Labor).

11. Salary Payments

- Salaries must be paid on time via official digital wallets or banking channels to ensure transparency.

12. Passport & Iqama Accessibility

- Workers must always have access to their passport and Iqama as per Saudi regulations, unless a written agreement allows the employer to keep them for safekeeping.

13. Definition

- **Agency Hire** – Workers recruited or sourced by Ellutf Recruitment Company.
- **Direct Hire** – Workers recruited or sourced by the Employer.