1. The Provident Fund is open to full time employees of Bethlehem University (hereafter referred to as "The Provident Fund") with the following regulations.

2. The Provident Fund is available to full time employees who accept, in writing, the benefits of this fund. The Provident Fund benefit is also extended to permanent part time faculty members, who have completed ten semesters, not including summer sessions, of SIX or more credit hours each.

3. The Provident Fund shall be administered by Bethlehem University. Payments into the Provident Fund shall be deposited in banks of financial institutions bearing interest. A statement of the account of each participating employee shall be given to each employee after the close of the academic year. The Provident Fund shall be audited annually.

4. Each full time employee will contribute into the Fund monthly 2.7% (3.0% as of January 1, 2004) of his/her basic salary. Bethlehem University will contribute an amount equal to 5.4% (6.0% as of January 1, 2004) of the employee's basic salary.

5. Upon termination of service, an employee will receive the total of his/her own payments together with the interest accrued provided the employee has been in the service of Bethlehem University for a minimum of 12 months.

6. Upon resignation an employee who has paid into the Provident Fund for a period of 12 months or more will be entitled to receive the total of his/her own and the Bethlehem University payments together with the interest accumulated thereon.

7. Upon resignation, an employee who has paid into the Provident Fund for a period less than 12 months will only be paid his/her own payments together with the share of interest thereon.

8. In the event of termination of service owing to misconduct as defined by the Palestinian Labour Law and its amendments from time to time, the employee will receive only his/her own payment to the Provident Fund and the respective interest accrued thereon.

9. All payments due to an employee will be made within one month of the resignation of termination of service.

10. In case of the death of an employee, the legal heirs will be entitled to receive the amount credited to his/her favor in the Provident Fund in accordance with the Succession Order delivered by a Court of Competent jurisdiction.

11. The Provident Fund will not be paid prior to the time of change of employment. If an employee, for some serious reason, demands the payment of the Provident Fund prior to that time, the employee will be considered as having withdrawn from the Fund, and will not be eligible to rejoin for a period of one year from the date of withdrawal.

12. No employee may assign his/her rights under these regulations to another person.

13. These regulations may be amended from time to time by Bethlehem University as circumstances may require. Such amendments, however, must be in accordance with the Labour Law.
Amendment to Provident Fund Regulations

Effective immediately, article 10 of the application signed to join the Provident Fund is amended to read the following:

10. “In case of the death of an employee, the legal heirs will be entitled to receive the amount credited to his/her favor in the Provident Fund in accordance with the Succession Order delivered by a Court of Competent jurisdiction.”

I hereby irrevocably express my consent to the amendment made by Bethlehem University to article (10) of the Provident Fund Agreement entered between Bethlehem University and myself on ___________. I further declare that the said amendment does not in any way contradict and/or violate the Labor Law applicable in this country.

Given this day ____________ Name ______________ Signature _____________
أعطيت بهذا اليوم
التوقيع
الاسم