



United Arab Emirates

The Federal Authority for Government Human Resources

This translation of the text of the Regulations of the decree Federal Law No. 8 of 2008 issued by Council of Ministers No. 13 of 2010 to clarify the statement of the articles and closer to understanding the English language, not the translation state of legal argument when the difference is taken contends the Arabic text of the regulation.

United Arab Emirates  
The Cabinet

Resolution of Cabinet # 13 of the Year 2010  
Regarding Executive Regulations of  
Federal Law Decree # 11 of the Year 2008  
Regarding Human Resources at Federal Government

The Cabinet

Having reviewed the Constitution;

And Federal Law # 1 for the year 1972 regarding competence of Ministries and powers of the Ministers and amending laws thereof;

And Federal Law # 7 for the year 1976 regarding establishment of Accounting Chamber and amending laws thereof;

And Federal Law # 7 for the year 1999 regarding issuance of Pension and Social Insurance and amending laws thereof;

And Federal Law # 23 for the year 2005 regarding rules for preparation of General Budget and Final Accounts and amending laws thereof;

And Federal Law Decree # 11 for the year 2008 regarding Human Resources at Federal Government;

And resolution of Ministerial Services Council # 80/6/K/1 for the year 2010 regarding approval of Executive rules of Federal Law Decree # 11 regarding Human Resources at Federal Government;

And based on submission of the Chairman of Federal Government Human Resources Authority and approval of Cabinet;

Resolved :-

## First Chapter Definitions

### Article – 1

In implementation of provisions of these rules, the following words and expressions shall have the meaning assigned to each unless otherwise the context permits otherwise;

Country : United Arab Emirates

Government : Government of the United Arab Emirates

Cabinet : Cabinet of the United Arab Emirates

Ministry : Any Ministry established as per provisions of Federal Law # 1 for the year 1972 regarding competence of Ministries and powers of Ministers, amending laws thereof or as per any other laws ;

Federal Authority	:	Public Federal Corporations and Authorities
Authority	:	Federal Government Human Resources Authority
Minister	:	Head of Ministry or Chairman of Federal of Government Human Resources Authority ;
Budget	:	General Budget of the Government
Human Resources Law	:	Federal Law Decree # 11 for the year 2008 regarding Human Resources at Federal Government
Employee	:	Whosoever occupy any of the jobs mentioned in the Budget
Jobs' Budget	:	The Budget approved for jobs and Grades prescribed for employees and their benefits
Basic Salary	:	The basic salary for start of job grade and the increments made thereof
Gross Salary	:	The basic salary in addition to increments and allowances obtained by the employee

Human Resources Department : The Administrative Unit concerned with Human Resources at the Ministry or the Federal Authority

Year : Gregorian Year

Month : Unit of time of 30 days

Working days : Official Working day in which Ministries and Federal Authorities operate

Medical Committee : The Committee, formation of which shall be by issuance of a decision by the Minister of Health and shall be vested with the competence prescribed in the Human Resources Law

Official Medical Authority : Hospitals, Government Health Centers, Ministry of Health, Local Health Authorities as Authorities for accreditation of Medical Reports issued by private Medical Establishments

Regulatory Unit : What shall be mentioned in the division of the Organizational Structure in the Ministry and Federal Authority

## Article – 2

### Scope of implementation

The provisions of these regulations shall be applicable to the Civil Servants who earn their salaries out of the Budget as well as Civil Servants working at Federal Authorities and will not be applicable to the employees at the Ministry and Federal Authorities whose laws stipulate that they shall have special job rules as per the limit of the stipulations thereof.

## Article – 3

### Department of Human Resources

The Department of Human Resources shall assume execution of strategic objectives and the initiatives related to Human Resources within the strategic plan of the Ministry and Federal Authority linked with the Government strategy, moreover it shall assume execution and implementation of the provisions provided for in Human Resources Law and in this regulation provided that the concerned Organizational Units at each Ministry and Federal Authority shall undertake to refer to the Authority in the matters which they face upon implementation of the provision of Human Resources Law and this regulation and any decisions or rules related to Human Resources Law.

#### Article – 4

The Regulatory Units concerned at the Ministry and Federal Authorities shall abide by the principles and policies provided for in Human Resources Law and these regulations and make sure that the same is applicable to the Employees fairly and equally with the objective of finding out a work environment which encourage performance.

### Second Chapter Human Resources Planning

#### Organizational Structure and Description of Jobs

#### Article – 5

Each Ministry and Federal Authority shall lay down its Organizational Structure which is compatible with their requirements and competence and submit to the Cabinet for approval.

Any amendment to the Organizational Structure at the level from Departments and above shall be approved by the Cabinet and below than this shall be amended by the concerned Minister.



## Article – 6

### Jobs' Budget

The Ministry and Federal Authority should design the jobs of Regulatory Units enlisted in the Organizational Structure effectively and in a way that guarantees focusing on objectives and main operations of work to guarantee covering by these jobs for all tasks entrusted to the Ministry and the Federal Authority without any interference or contradiction between these jobs in the light of the general rules and principles laid down by the Authority to classify and describe the jobs provided that they should include the following :-

1. Definition of job description ;
2. Importance of job description ;
3. Job description card ;
4. Procedures of analysis and description of jobs ;
5. Responsibilities and power of approval

## Article – 7

Each Ministry and Federal Authority within its general Budget shall have an annual Budget for Human Resources compatible with the approved Organizational structure.



## Article – 8

The Minister or his representative may amend the financial provisions for the vacant positions entered in the approved Human Resources Budget within the budget allocated for these jobs and as per the applicable financial rules in the United Arab Emirates provided that such amendment should not result in any additional financial burdens on the approved budget of the Ministry or the Federal Authority or to the credits approved for Human Resources in accordance with the provisions of Law and rules of preparation of general budget and final accounts and the amending laws thereof.

## Article – 9

### Types of Recruitment

The vacant Public jobs shall be occupied in accordance with the following types of recruitment :-

1. Fulltime employment ;
2. Part time employment ;
3. Temporary employment ;
4. Employment under special Contract

## Article – 10

### Part Time Employment

U.A.E. Nationals may be appointed on part time basis against a total lump sum salary compatible with the grade of the vacant job with due regard to the following :-

1. Daily working hours to be determined which shall not be less than 14 hours and not more than 28 hours in a week ;
2. Or fixed working days through weekly working days and not less than two working days per week ;
3. Part time hours shall be during Official working hours and the dates of part time shall be determined as per the circumstances, nature and work requirements ;

## Article – 12

### Provisions of Part time Employment

Part time employment shall be as per the following provisions :-

1. Availability of a vacant position and more than one employee may be appointed on the same position but should not exceed the financial provisions for the job.

2. Appointment shall be against a monthly lump sum salary and shall be fixed as per the Grade of vacant position on the basis of total salary prescribed for the employee – on presumption of his work as full time – the job for which he is appointed on the start of appointment divided by monthly official working hours multiplied into actual working hours which an employee works during the month.
3. A part time employee shall be entitled to the periodical increment prescribed for the job grade he occupies in prorate to the working hours fixed for him.
4. A part time employee is entitled to the leaves prescribed for the job he occupies and the periodical leaves shall be calculated on the basis of total working hours after transferring the same into working days divided by the working days per annum (240 days) multiplied into the leaves legally prescribed for the grades he occupies with a minimum of 5 working days per annum for the annual holidays and in calculation of such due leaves, part of a day shall be considered as full day.
5. As per the decision of the Minister or whom he delegates a part time employee may be granted special financial remuneration for the distinguished works or the proposals which contribute towards development of performance.
6. The part time duty of an employee may be transferred from part time to full time and vice versa as per his

request provided that transfer shall be to the same job and same grade.

7. The part time employee may be promoted and transferred as per the provisions of Law of Human Resources and these regulations and the promotion results in amendment of the Contract executed with the employee.
8. An employee may not work on part time basis with more than two entities.
9. Part time period of service will not be included in the entitlement of pension or superannuation remuneration and no security subscriptions should be deducted thereof.

### Article – 13

#### Employment under a temporary Contract

The Ministry or the Federal Authority may appoint employees under temporary Contracts as per the following provisions :-

1. That there should be a vacant position ;
2. Appointment should be under a temporary Contract which does not exceed a period of six months and may be extended for a period not exceeding three months ;

3. That appointment should be against a lump sum monthly salary not including any of the remunerations and job benefits prescribed for part time employees ;
4. The lump sum monthly salary shall be calculated on the basis of the basic salary for the job grade in which the employee is appointed in addition to 35% of the basic salary ;
5. An employee working under a temporary Contract is entitled to the following leaves against a lump sum monthly salary :-
  - a) Mourning leave ;
  - b) Medical leave under an approved Medical Report from an Official Medical Authority for a period exceeding not more than 5 consecutive working days each time and beyond that shall be as per a report from the Medical Committee and in all cases the sick leave should not exceed a lump sum monthly salary of 15 days all during the period of Contract and another 15 days without pay ;
  - c) A salary without pay for a consecutive period or non consecutive period of five working days ;
6. An employee working under a Temporary Contract as per a decision by the Minister or whom he delegates may be granted special financial remuneration for the

distinguished works or proposals which contribute towards development of performance ;

7. The Contracts shall be terminated in the cases fixed in the Temporary Contract as per the format annexed to this regulation.

#### Article – 14

At the end of Temporary Contract, an employee may be appointed at a permanent position compatible with his credentials and experience provided that the period of temporary Contract will fall within the period of service against which gratuity is paid as per the provisions of Human Resources Law, moreover he shall be entitled to the annual leave for that period provided that there should be time bar between temporary appointment and appointment on a permanent position.

#### Article – 15

#### Employment under Special Contract

The Ministry may appoint any of those having distinguished experience required by the Ministry or by the Federal Authority under special Contracts in any of the senior positions as per the following provisions :-

1. There should be a senior vacant position ;



2. The period of Contract should not exceed two years and may be extended for additional two years ;
3. The candidate should have one of the following experience or credentials :-
  - a) Ph.D. holder or a Practical specialized experience of not less than 6 years ;
  - b) Holder of Master's Degree in addition to specialized practical experience of not less than 8 years ;
  - c) University Degree in addition to specialized practical experience of not less than 10 years ;
  - d) University Degree in addition to a practical experience and unique specialization of not less than 4 years, such unique specializations are determined as per the requirements of each Ministry and Federal Authority in coordination with the Authority and determination of which shall be issued as per a decision of the Board of Directors of the Authority ;
4. Credential and experience shall be in the field of job appointed for ;
5. The Minister shall have the powers to discuss and approve all job and financial privileges compatible with the requirements of his Ministry and within the credits enlisted in the Budget provided that a maximum



ceiling should be fixed for such benefits as per a decision issued by the Authority in coordination with the Ministry of finance.

## Article – 16

### General provisions

1. The Employment Contract may not be signed between both Entities only after issuance of the appointment decision by the competent Authority after satisfying the following conditions :-
  - a) That the candidate successfully passes all the tests and Medical check ups ;
  - b) Submittal of original Degrees or a true copy of the same duly authenticated and equivalized by the competent accreditation Authority in the U.A.E. and submittal of authenticated work experience ;
2. Commencement of work shall be within two months from the date of execution of the Contract or the date fixed by the Ministry or Federal Authority and the period may be extended for similar period ;
3. Provisions of termination of service mentioned in Article – 101 of Human Resources Law shall be applicable to the special Contracts and termination of the Contract shall be as per what is contained in the

Executive Contracts annexed hereto along with this resolution.

## Article – 17 Appointment

### Search and Selection

- Each Ministry and Federal Authority should seek to select and appoint competent individuals to occupy vacant positions and to abide by the standards of excellence, efficiency and objective, justice through all stages of search and test ;
- The Human Resources Department at each Ministry and Federal Authority should look for the best appropriate candidates for vacant position as per the following :-
  1. Candidates for the positions from within the Ministry or Federal Authority
- In case there is a qualified candidate to occupy the vacant position through transfer or promotion within the Ministry or Federal Authority, the Human Resources Department at that Authority shall contact the Department of the candidate employee and the Department requesting the same where there is a vacant position, in case an Agreement was there, then the transactions of transfer or promotion shall be prepared as per the provisions and procedures prescribed in this regard.

2. Candidates for the positions from outside the Ministry or Federal Authority

- In case of non availability of appropriate candidates for the vacant positions within the Ministry or Federal Authority and in case there is lack of those to whom the conditions of transfer or promotion are applicable, the Human Resources Department at the concerned Authority shall look for appropriate candidates from external sources such as :-
- Advertisement of the vacant positions in News Paper whether local or Foreign news paper or in the website of the Ministry or the Federal Authority ;
- To avail the services of Recruitment Agencies ;
- Personal communication to attract a certain person having experience and efficiency ;
- Personal interviews ;

Article – 18

- An appointment may not be made without making a personal interview with the candidate for the job with the concerned Department, moreover candidate for the job shall not be called in from outside U.A.E. only after conducting a telephonic interview with him ;

- In exceptional cases a personal interview may be made from a distance through the internet after taking all necessary precautions to guarantee credibility of results and a distant interview may be arranged with carefully chosen candidates or with the knowledge of Internationally renowned Recruitment Agencies ;
- A person conducting personal interview or any member of the interview Committee as the case may be shall choose the most appropriate candidates for the positions in terms of satisfying the requirements of occupation of the position and the necessary personal and professional traits ;
- The Human Resources Department through final interview shall provide the candidate selected with general information of the Ministry and the Federal Authority ;

#### Article – 19

#### Employment process

Human Resources Department at the Ministry and Federal Authority shall be responsible for management and coordination of recruitment process to occupy the vacant position and to render technical support, advise and assistance for the Departments and Divisions requesting the same with the objective of securing their requirements of appropriate candidates.

## Article – 20

### General requirements for appointment

Without prejudice to any conditions or special requirements to occupy a position it is essential that the candidate should submit documentary evidence supporting the same, the following is conditional for appointment in any of the public jobs :-

1. Should have good conduct and character ;
2. Should not be less than 18 years ;
3. Should be holding Scientific Credentials authenticated and equivalized by Accreditation Authorities in U.A.E. and submit work Experience approved by the competent authorities necessary for occupation of the position ;
4. Should pass all tests and interviews related to the position ;
5. Should be medically fit as per the decision of the Official Medical Committee to guarantee performance of the employee for his job duties and tasks ;
6. Should not have been convicted of a crime restricting freedom or a felony or a Misdemeanor compromising honour and honesty unless otherwise pardoned or

rehabilitated by competent Authorities as per a Certificate of Good Conduct from the competent Authorities ;

7. Should not have been sacked from the previous service due to gross violations related to work or on account of a final Judicial Judgement in a crime.

## Article – 21

### Appointment Power

The appointment powers in public positions shall be as under :-

- \* General Managers and Executive Directors under Federal Decree ;
- \* Superior positions under a resolution of the competent Minister or whom he delegates (Grade – ‘C’ and below)
- \* Remaining positions as per the decision of the competent Minister or whom he delegates (Grade – ‘C’ and above)



## Article – 22

### Salary upon appointment

1. An employee upon appointment shall be granted the basic salary of the Grade for which he is appointed mentioned in the payroll and the employee shall be entitled to his salary from the actual commencement of the job ;
2. An employee appointed on full time basis whose experience exceeds the period required for occupation of the position shall be granted 2% of the basic salary for the job for which he is appointed for each year of experience to be added to the basic salary @ 10% as maximum provided that the experience should be in the same field of the job.

## Article – 23

### Probation period

1. Excluding those appointed under Federal Decrees, an employee appointed for the first time shall be subject to a probation period of three months starting from the date of appointment renewable for similar period and the probation period for those employed under temporary Employment Contract shall be one month.



2. The immediate Superior should closely follow up in order to appraise the performance and behavior of the employee during the probation period and render all assistance to help him and guide him to upgrade his job performance and behavior and before expiry of the probation period may either recommend confirmation of the employee in the job or terminate his services if it is proved that he is unfit for the job.
3. The service of an employee may be terminated during the probation period if it is proved that he is inefficient and unfit for carrying out the task of his job or due to his unsatisfactory performance provided that he should be granted a notice period of 5 working days and the decision to terminate the service shall be issued by the Authority empowered to appoint.
4. An employee may resign from his job during the period of validity of probation period provided that he should serve a notice to his immediate Superior within five working days.
5. The dues of the employee whose service is terminated for being unfit shall be calculated during the period of probation as under :-
  - a) Total due salary up to the last day of his work ;
  - b) Ticket Allowance for him and for his entitled family to leave U.A.E. (if the same is provided for in the Employment Contract)

### Third Chapter Increments and Allowances

#### Schedule of Grades and Pay scale

##### Article – 24

The schedule of Grades and Pay scale shall continue as well as the applicable increments and allowances at the Ministries and Federal Authorities at the time of issuance of this regulation till issuance of schedule of grades and salaries as per Human Resources Law.

##### Article – 25

#### Minimum salary for U.A.E. National Employees

The total minimum salary for U.A.E. National employees shall be determined as per a Resolution of the Cabinet and shall be reviewed whenever necessary.

##### Article – 26

#### Updating the Schedule of Grades and Pay Scale

The updating of Grades and pay scale shall be issued as per a Resolution of the Cabinet at the recommendation of the Authority in accordance with several factors including :-

- a) Prevailing salaries in Labour market ;
- b) Percentage of monetary inflation ;
- c) Any other relevant factors

### Article – 27

1. A U.A.E. National employee is entitled to a monthly increment for the Master Degree grade or its equivalent or Ph.D. Degree or its equivalent as under :-
  - Dhs. 1,000.00 for Master's Degree ;
  - Dhs. 2,000.00 for Ph.D. Degree ;
2. It is conditional to be entitled to this increment that the Scientific Degree should be compatible with the nature of work of the employee without prejudice to the acquired rights before coming into force of this regulation.

### Article 28

#### Technical Allowance for U.A.E. National Engineers and Technicians

U.A.E. National Employees occupying Engineering, Technical and Agricultural jobs shall be granted a technical allowance as per the percentage prescribed in the following Schedule :-

Proportion of the allowance	Job Title
50% of basic salary and Dhs. 5,000 as maximum	Engineering position for all specializations including Computer Engineering and Agricultural Engineering of University Degree holders
50% of basic salary and Dhs. 5,000 as maximum	Holders of University Degrees or its equivalent in the field of Computer and E-Commerce
50% of basic salary and Dhs. 5,000 as maximum	Holders of University Degree in Geology
30% of basic salary and Dhs. 2,500 as maximum	Engineering Position in the field of Assistant Engineering Computers and Agricultural Demonstrators

The following is conditional upon granting this allowance :-

1. Should be holder of a University Degree or its equivalent or a Diploma or its equivalent in the field of specialization to qualify for occupation of the Engineering and Assistant Engineering or Technical positions (Geology / Computers or Agriculture or Assistant Agriculture).
2. Should be practicing Engineering or Assistant Engineering or a Technical or an Agricultural or an

Assistant Engineering work where he is working and shall continue to obtain this allowance in case of assuming Supervisory position.

3. Should not be holding a position of a Director General or Executive Director.

## Article – 29

### General Provisions

1. The Board of Directors of Federal Government Human Resources Authority shall be delegated to classify and determine the positions for which this technical allowance is paid in coordination with Federal Ministries and Federal Authorities.
2. Payment of Technical Allowance shall continue to be paid to the U.A.E. Nationals working in the field of Computers and holding Higher Secondary School for whom this allowance is paid as per the approval of the competent Technical Committee for job titles in the field of Computer at the General Information Authority in the past period as per the same previous rules.
3. The Ministries and Federal Authorities should adjust the cases as per the provisions of this regulation.
4. The Technical allowance shall continue to be paid for non U.A.E. Nationals in the field of Computer for whom this allowance is paid as per the previous rules.

## Article – 30

### Superannuation of U.A.E. Nationals

1. U.A.E. National employee shall be registered in the Pension Programme applicable at the General Authority for Pensions and Social Security.
2. Monthly subscription for the insured Employees shall be deducted for the purpose of transferring the same to the General Authority of Pensions and Social Security as per the legislations issued in this regard.

## Article – 31

### Monthly increment

An employee is entitled to an annual periodical increment to be added to his basic salary as per the standard of approval of his annual performance as per the system of performance management, the periodical increment is payable on 1<sup>st</sup> January or 1<sup>st</sup> of next July next to lapse of at least one year from the date of his appointment and the system of periodical increment presently applicable shall continue till the system of management of performance is issued.



## Fourth Chapter

### Transfer, Deputation and Hiring

#### Transfer

#### Article – 32

An employee may be transferred from his position to another vacant position whether within the Ministry or Federal Authority to another Ministry or Federal or Local Authority as per the following provisions and rules :-

1. Transfer should be to a position less than the grade of the employee at the time of transfer to a Federal position, moreover the transfer of an employee a Local Authority should not result in decrease of his total salary unless otherwise he agrees to the same in writing.
2. The employees transferred should satisfy the job for which he is transferred in terms of practical experience and scientific degrees.
3. That the transfer should not lead to delay of seniority of the transferred employee and his job shall be considered as continued with the consequences thereof.
4. The transferred employee retains his dues and balance of his due annual leave from the Authority he has been transferred.



5. The Ministry or the Federal or Local Authority to which the Employee is transferred shall bear all costs and fees resulting from transfer including any difference in instalments of subscription in the Pension Programme applicable to General Authority of Pensions and Social Security.
6. The transfer of the employee outside the Ministry or Federal Authority shall be with approval of the Authority from which he is transferred and the Authority to which he is transferred.
7. An employee may be transferred to a position compatible with his sickness condition as per the report of the Medical Committee in accordance with the prescribed rules in this regulation.
8. The hired employee may not be transferred during the period of hire.
9. An employee may be transferred to a higher vacant grade at the Authority to which he is transferred provided that he should satisfy all the necessary conditions for occupation of the same.
10. An employee may not be transferred outside the Ministry or Federal Authority during probation period.

In all cases the transfer of the employee should not prejudice his acquired rights.

## Article – 33

### Power to Transfer

The powers to transfer shall be as under:-

1. The positions of Director General and Executive Director, as per a decision of the Minister in case of transfer within the Ministry, the Federal Authority as per a Resolution of the Cabinet in case of transfer outside the Ministry.
2. Other remaining jobs as per a decision of the Minister or whom he delegates in case of transfer within the Ministry and with approval of two Ministers or the Minister in case of transfer to any Ministry or Federal Authority and in case of transfer of an employee to a Local Authority shall be as per approval of the Minister and Chairman of the Local Authority.

## Article – 34

### Deputation

As per a decision of the Minister or whom he delegates an employee may be deputed within or outside the Ministry or Federal Authority to carry out the duties of a vacant position or a position of absentee as per the following conditions:-

1. That an employee may not be deputed to more than one position in addition to his original position.
2. Deputation in addition to original work shall be on full time basis.
3. The period of deputation should not exceed six months renewable for another three months.
4. The job to which the employee is deputed should be equal to the grade of the deputed employee or higher at more grades as maximum.
5. An employee may not be deputed during probation period.
6. An employee may not be deputed to a higher position in case he obtains a weaker performance report or its equivalent in the performance management system for the past year.
7. The deputed employee shall be subject to all applicable rules at the Authority to which he is deputed excluding the periodical increment and promotion and termination of services.
8. The deputation of an employee may be terminated at any point before end of his period.
9. Imposition of penalties for the violations committed by the employee deputed outside the Ministry or Federal Authority shall fall within the competence of the

Authority to which he is deputed in case deputation is on full time basis as per the penalties and disciplinary actions applicable to that Authority.

#### Article – 35

An employee shall be granted deputation allowance with effect from his commencement of the job of deputation @ 25% of the basic salary of the grade to which he is deputed provided that :-

1. Deputation shall be in addition to the duties of the original position.
2. The period of deputation should not exceed two months.

#### Article – 36

Upon end of the period of deputation, an employee may be transferred or promoted to the job to which he is deputed as per the provisions of transfer set out in the fourth Chapter and as per the provisions of promotion provided for in the sixth chapter of this regulation.

#### Article – 37

#### Hiring

As per a decision of the Cabinet, an employee may be hired to another Ministry or a Federal or Local Authority or to any

of the Authorities or Regional or Arabic, Foreign or Regional Organizations as per the following provisions and rules :-

1. Approval of the competent Authority at the hiring party and the party for which he is hired.
2. Written approval of the employee to the hiring and at any extension thereof.
3. Regarding salary increments and benefits :-
  - a) The hired employee shall get his total salary, his leave and other dues from the party to which he is hired with effect from the date of hiring till the end of same.
  - b) In case hiring is outside U.A.E. to Regional or International Entities, he shall be entitled to his total salary from his original place of work in addition to any other amounts, benefits or allocations from the Party to which he is hired and shall be entitled to his leave from the party to which he is hired.
4. Hiring shall be within U.A.E. to a Ministry or a Federal or Local Authority for a period of no more than one year, renewable once for another year.
5. Hiring outside U.A.E. shall be to any of the Arab, Foreign or Regional Organizations or Corporation for a period of no more than one renewable year.

6. The Ministry or the Federal Authority may fill in the vacant position on account of hiring and upon return of the employee from hiring should reinstate him to his original position or appoint him at another position equivalent to that position or to a higher position compatible with his credentials, experience and capabilities.
7. The period of hiring is included in calculation in the Pension remuneration or salary.
8. The hired employee during the period of its hiring shall be subject to the policies and procedures applicable at the Authority to which he is hired excluding termination of service which falls within the competence of his original place of work.
9. An employee may not be hired during probation period.
10. Imposition of penalties for the violations committed by the hired employee shall fall within the competence of the party to which he is hired as per the applicable procedures and disciplinary action applicable to them, provided that his original place of work should be notified about the violation committed by him and the disciplinary action taken against him.
11. The performance of the hired employee shall be appraised in coordination to the Authority for which he



is hired as per the system of management of performance applicable by the Government.

12. The hired employees may be promoted at his original place of work during the period of hiring as per the applicable procedures at his original place of work.

In all cases the hired employees are not entitled to any holiday from his original place of work.

### Article – 38

#### Hiring ends in the following cases

1. Expiry of the period of hiring or expiry of the period of extension.
2. As per written request from the employee and approval of both entities.
3. As per request of the legally competent Authority at the hiring entity or the entity to which hire is made.
4. The employee should return to the entity from which he is hired within five working days from the date of end of hiring if hiring was within U.A.E. and within one month if hiring was outside U.A.E.
5. The entity which wishes to terminate the hiring should serve a notice two months at least prior to the end of hiring to the other entity in writing.



## Fifth Chapter Performance and Rewards

### Performance Management System

#### Article – 39

The Government through performance management system aims at achieving the following :-

1. To root a Scientific approach to reward achievements and distinguished results.
2. Develop performance of employees through periodical appraisal constituent with the objectives of the Ministry and Federal entity.
3. Reconcile individual objectives of employees with the objective of the Ministry and Federal entity.
4. Encourage individual achievement and team work.
5. Encourage continuous education and development.

#### Article – 40

The performance of an employee shall be measured as per the system of Management of Performance issued by the

Cabinet as per the proposal of the Authority and the system in particular shall determine the following :-

1. Principles, criteria and standards of measuring performance of an employee.
2. Standard of performance against which annual increment is payable to the employee.
3. Standards of performance required for promotion.
4. Procedures of complaint against the results of appraisal of annual performance.
5. The system of management of performance shall determine the conditions and requirements of granting rewards.

## Sixth Chapter Promotions

### Article – 41

In promotion of employees two types of promotion shall be adopted which are job promotion and financial promotion.

## Article – 42

### Job promotions

Job promotion shall be as per the following :-

1. Promotion to a vacant position shall be as per the following conditions :-
  - a) Promotion should be an immediate next grade.
  - b) Achieve the required performance standards for promotion as per the system of management of performance.
  - c) That the employee should have spent the period prescribed to remain in the grade as per pay and grade scale.
2. Promotion due to restructure or re-division of duties and responsibilities as per the following conditions :-
  - a) Promotion to a new vacant position.
  - b) Promotion of an employee shall be by granting him a basic salary of the grade to which he is promoted or granting him a financial promotion of 10% of his basic salary upon promotion whichever is higher.

## Article – 43

### Financial Promotion

As per approval of the Minister, an employee may be granted financial promotion – at the same grade – not exceeding 10% of the basic salary.

## Article – 44

### Exceptional promotions

As per the approval of the Minister, a distinguished employee may be exceptionally promoted as per the system of performance management as per the following :-

1. No more than two job grades to a vacant position, provided that it should be granted the basic salary of the grade to which he is promoted or to be granted 20% of his basic salary whichever is higher and in such case it is conditional that the employee should have Scientific credentials and practical experience compatible with the requirements of the new position.
2. Grant him an exceptional financial promotion of no more than 25% of his basic salary.
3. An employee may not be exceptionally promoted unless at least four years lapse from the previous exceptional promotion.

4. Should satisfy the condition of remaining in the grade from which he is promoted.
5. That it may not combine between exceptional and financial promotion.

### Article – 45

#### Rules of Promotion

1. There should be a vacant position for job promotion and exceptional promotion.
2. The promotion decision should be issued by the entity empowered to appoint.
3. The promotion shall be effective from the date of issuance of decision and no promotion may be granted retroactively.
4. Order of security shall not be brought into consideration when considering promotion in case the appraisal of performance is equal.
5. Promotion and periodical increment will not be combined only if they are on one date and on the basis of annual performance appraisal.
6. Job promotion and financial promotion may not be combined in the same year.

7. Exceptional promotion and normal promotion (Job promotion) may not be combined in the same year.
8. An employee may not be promoted during study leave.

## Seventh Chapter Training and Development

### General policy

#### Article – 46

The Ministries and Federal Entities undertakes to train their National employees and develop their knowledge and job skills in the jobs which they occupy or in senior positions planned to be entrusted and assumed by them.

#### Article – 47

Ministries and Federal Entities should lay-down and execute annual plans to train and qualify employees in all their job standards in the light of the results of appraisal of performance whenever a need arises,



## Article – 48

### Analysis of Training Requirements

1. The annual training requirements for each Ministry or Federal entity shall be analyzed and determined through the strategic objectives and policies whether approved for the Government or Ministries or Federal Entities.
2. Each Ministry or Federal Entity undertakes to analyze requirements of training and development through various resources including :
  - a) Description of jobs and comparison of the same with Scientific Credentials and practical experience for the job occupiers.
  - b) Appraise efficiency of annual performance.
  - c) Opinion of Superiors and Directors regarding the points of weakness in performance which requires upgrading efficiency of performance of employees under their supervision.
  - d) Opinion of employees as to the extent of their requirements to develop efficiency in work.
  - e) Changes in work system and its circumstances.

- f) Restructuring and the training required for new jobs.
  - g) Any other resources which the Ministry or Federal Entity deems appropriate.
- 3. Human Resources Department shall study and determine training requirements in coordination with the concerned Divisions and Departments and their employees with the objective of :
  - a) Determine the capabilities and efficiency required from employees at all levels to achieve the objectives of the Ministry.
  - b) Determine the standard of skills or the knowledge to enable the employee to upgrade his performance.
  - c) Determine the skills and efficiency required in the next level of the job track and prepare the employee for these skills and efficiency.
- 4. Each Ministry and Federal Authority in the light of results of the study and determination of training requirements for the employees shall lay down annual training and development plan.
- 5. The Department of Human Resources shall assume the responsibility of execution of the annual training and development plan after approval of the Budget.

6. The Ministry or Federal Entity shall prepare the total Budget for annual training and development which includes all approximate cost for training and development courses scheduled to be executed during the year the budget of which is required to be prepared.
7. The Department of Human Resources undertakes to appraise the training process through :
  - a) Personal appraisal for the trainee.
  - b) Appraisal of the Directors for the effects of training on the performance of trained employees.
  - c) Appraisal by the Entity organizing the training.
  - d) Any other means used to appraise training and its effects.
8. The Ministry or Federal Entity may amend the annual training and development plan at any time for any reason as per the requirements of the interest of work as per a proposal of the Department or the Division concerned with coordination with Human Resources Department and approval of the competent Authority provided that the total amount of training in the approved Budget should not exceed.

## Article – 49

### Scholarships

The Ministry or Federal Entity as per the provisions approved towards this end shall sponsor U.A.E. National Higher Secondary School Graduates to study some Professional and Technical specializations, moreover it may sponsor some employees working with them to complete their Post Graduate Studies.

## Eighth Chapter Official and Training Tasks

### First Section : Official tasks

## Article – 50

### The Authority empowered to delegate in Official tasks

1. Delegation in Official tasks within or outside U.A.E. shall be as per a decision of the competent Minister or whom he authorizes, moreover the Minister may delegate non Government employees in Official tasks outside the U.A.E. or among the Official delegations and the delegate shall be treated as per the category determined by the decision of the delegation provided that the decision should determine the entity which bears the expenses.

2. The decision of delegation should include statements of the nature and objectives of the task and the employee ordered to perform and the entity to whom delegation is made and the period of delegation.

## Article – 51

### Period of Delegation

1. Period of delegation 'outside U.A.E.' shall be determined with the period and nature of the Official task in addition to the period of travel to and from provided that the period should not exceed one day before the task and one day after the task.
2. Period of delegation 'within U.A.E.' shall be determined by the actual days for the Official task.
3. A part of day when travelling for the Official task for calculation of allowance shall be calculated as a day upon leaving U.A.E. before midnight, moreover a part of one day is considered as a day upon return to U.A.E. after midnight, U.A.E. mean time.

## Article – 52

### Duties of the Delegate

1. Should take into consideration upright behavior in all of his behavior to depict the civilized aspects of U.A.E.

2. Should devote his time for the objective delegated for and should have good conduct preserving the repute of U.A.E. respecting the tradition of the Country to which he is being delegated.
3. That he should notify his place of work about any drawback which he may face during the period of delegation in order to rectify through Official channels.
4. Should submit a detailed report about the Official task for which he was delegated.

#### Article – 53

#### Allocations of Delegation

##### Travel Allowance

1. The delegated employee in an Official task 'outside U.A.E.' in addition to his annual total salary shall be granted travel allowance for each day or any part thereof he spends in the task and this allowance includes lodging and food expenses, Sundry expenses and conveyance expenses as per the following schedule :-



Job of the delegate and his job grade	Status of delegate	Head of Delegation		A member in Delegation or a delegate on his own	
	Entitlements	Hospitality		Hospitality	
		Nil	Full	Nil	Full
Director Generals and Executive Directors and their counterpart	Air Ticket	3000	1500	3000	1500
	Delegation Chairmanship Allowance	1050	525	-	-
	Total				
Special Grade employees (A, B) 1 <sup>st</sup> and 2 <sup>nd</sup> grade and their counterpart	Air Ticket	2500	1250	2500	1250
	Delegation Chairmanship Allowance	750	375	-	-
	Total	3250	1625	2500	1250
Employees of third grade and below	Air Ticket	2000	1000	2000	1000
	Delegation Chairmanship Allowance	500	250	-	-
	Total	2500	1250	2000	1000

2. The allowances set out in the above mentioned Schedule shall be increased for Delegation Chairman entrusted to represent U.A.E. in Official tasks outside U.A.E. as per the following percentage :

- a) 35% in case the Delegation Head is a Director General or Executive Director or his counterpart.

- b) 30% in case the Delegation Head is one of the employees of special Grade – 'A', 'B' or his counterpart.
  - c) 25% in case the Delegation Head is none of the preceding categories as set out in the above mentioned Schedule.
3. The employee shall be entitled to 50% of the above mentioned allowances in case the employee is fully hosted by the Country to which he is delegated.

#### Article – 54

##### Air Tickets

Travel class for the Delegate in an Official task outside U.A.E. shall be as per the following Schedule :

Job Grade	Travel Class
Director General and Executive Directors and Chairman and Judges of the Supreme Federal Court, Chairman of Court of Appeal, Chairman of Court of First Instance and their counterparts	By Air first class or equivalent by any other means of transport

Employees of special Grade – ‘A’ / ‘B’ and first and second grade and remaining members of Judiciary and their counterparts	By Air Business class or equivalent by any other means of transport
* Employees of third grade and below	* By Air economy class or equivalent by any other means of transport
* In case an Employee in the delegation and the Chairman of Delegation is a Minister or a Director General	* By Air Business class or equivalent by any other means of transport

- \* One Ticket shall be granted to one of the family members of U.A.E. female employee to accompany her during her delegation in an Official task outside the U.A.E. irrespective of the period as per the same travel class prescribed for the delegated female employee.

#### Article – 55

##### Other expenses

1. The Cabinet shall determine the amounts to be paid to the Chairman of Delegation to cover the expenses of Hospitality and reception which requires so.
2. The Government shall bear the expenses of transfer of Government luggage and Official documents required by the task.

3. An employee before his travel outside the U.A.E. may be granted special advance as per his written request provided that the advance should not exceed 50% of the prescribed travel allowance and the value of advance shall be deducted from the travel allowance payable to the Employee within one month at least from his return and in case the employee is granted the referred to advance and did not actually travel for any reason, he should refund the amount to his place of work immediately else the same shall be deducted from the first salary to be paid to him.
4. The entity of employment of the delegate in an Official task shall be responsible for arranging necessary Visas and the processing fee from the concerned entities while the employee shall be responsible for guaranteeing his Passport and all Official documents required which should be valid.

## Second Section : Training courses and programmes

### Article – 6

#### Delegation to training courses and programmes

1. Delegation of employees in training courses and programmes within or outside the U.A.E. or permitting them to join training courses within the U.A.E. with the objective of keeping pace with modern development theoretically or scientifically in a way which leads to

acquiring by the trainee experience and technical, administrative, behavioral or practical skills in order to develop him in the field of his work and the passing of course or training programme would not result in obtaining a Scientific Degree.

2. The Ministry or Federal entity shall be responsible for determining the annual training requirements for their employees in the light of approved strategic objectives and policies and analysis of training and development requirements through several sources like annual appraisal of performance for the employees and their Directors.
3. The concerned Minister or whom he delegates may approve participation of non U.A.E. National employees in training courses.

#### Article – 57

#### The Authority authorized to issue decision of delegation

Permitting the employees to join training courses shall be as per a decision of the concerned Minister or whom he delegates whether the course or training programme is within or outside the U.A.E. against or without expenses or is in implementation of Agreements executed in this regard.

## Article – 58

### Nomination to attend training courses

1. Employees may be delegated for courses within and outside the U.A.E. within the limits of financial allocations approved thereto.
2. The Ministries and Federal Entities upon nomination of some of their employees to attend courses undertakes as under :-
  - a) Abide by the timing fixed for the courses or which shall be determined accurately by the training entities overseas.
  - b) To ascertain that the allocations are available within the budget of the Ministry or Federal entity for the account of expenses arising out of delegation.
  - c) Deprive the candidate who apologizes to attend a training course for non satisfactory reason for being appointed for other training courses for a period of six months.



## Article – 59

### Conditions of delegation for training courses and programmes

To delegate an employee in a Course or a training programme, the following is conditional :

1. Obtaining the approval of training entity through the concerned Authority at his place of work.
2. The course or training programmes should be relevant directly with the work carried out by the delegate or the one he will join in accordance to his job track.
3. Should be well versed with the language through which the course or training programme is delivered in a way enabling him to avail of the same.

## Article – 60

### Duties of Delegate in training courses and programmes

The delegates in a course or training programme undertakes as under :-

1. To be punctual in attending the course or training programme.
2. To upkeep the reputation of U.A.E.

3. Respect the laws and traditions of the Country to which he is delegated.
4. Submit detailed report about the training course or training programme to which he has been delegated.
5. In case of violation of these duties, the course shall be terminated and the delegate undertakes to refund all financial allocations paid to him.

#### Article – 61

##### Period of delegation for courses and training programmes

Period of delegation shall be determined as per the course or training programmes in addition to period of travel to and fro as under :-

1. Three weeks as maximum in case of training course or training programme outside the U.A.E. The Minister may exempt in case the period exceeds beyond this period.
2. That the period should not exceed one day before the training course or programme and one day after the same.
3. A part of day when travelling for the Official task for calculation of allowance shall be calculated as a day upon leaving U.A.E. before midnight, moreover a part

of one day is considered as a day upon return to U.A.E. after midnight, U.A.E. mean time.

4. The period of delegation within U.A.E. shall be determined by the actual days for the training course or training programme.

### Article – 62

#### Allocation of courses or training programme

#### Travel Allowance

- a) The employee delegated in a course or training programme outside the U.A.E. shall be entitled to the allowances mentioned hereunder and shall be entitled to 50% of the allowances in case the employee is fully hosted by the Training entity to which he is delegated.

Job of the delegate and his job grade	Hospitality	
	Nil	Full
Director Generals and Executive Directors and their counterpart	3000	1500
Special Grade employees (A, B) 1 <sup>st</sup> and 2 <sup>nd</sup> grade and their counterpart	2500	1250
Employees of third grade and below	2000	1000

- b) The Ministry or Federal entity shall bear the expenses of lodging, food for the delegate in a training course or

training programme within the U.A.E. in addition to his total monthly salary provided that the venue of training shall be away from the premises of work for a distance exceeding 100 Kilometers and that the training course should exceed 1 day.

### Article – 63

#### Air Tickets

The employee delegated in a course or a training programme shall be entitled to the following tickets :-

1. Return Air ticket for the employee from the premises of work in U.A.E. to the Country to which he is delegated.
2. Return Air tickets for the spouse of the employee and his dependent Children from his place of work in the U.A.E. to the Country to which he is delegated whenever the period of delegation is six months and above as per the same travel class prescribed to the delegated employee.
3. One Ticket shall be granted to one of the family members of U.A.E. female employee to accompany her during her delegation in an Official task outside the U.A.E. irrespective of the period as per the same travel class prescribed for the delegated female employee.

4. Travel class for the delegate in a training course or programme outside the U.A.E. shall be as per the following schedule :-

Job Grade	Travel class
Director General and Executive Directors and Chairman and Judges of the Supreme Federal Court, Chairman of Court of Appeal, Chairman of Court of First Instance and their counterparts	By Air first class or equivalent by any other means of transport
Employees of special Grade – 'A' / 'B' and first and second grade and remaining members of Judiciary and their counterparts	By Air Business class or equivalent by any other means of transport
* Employees of third grade and below	* By Air economy class or equivalent by any other means of transport

## Article – 64

### Other Expenses

The employee delegated in a course or training programme shall be entitled for the following :-

1. Medical expenses for him, his spouse and is dependent Children during the period of delegation under receipts duly authenticated by the U.A.E. Embassy or any of the accredited Office of the Embassy or any of the Medical entities in the Country of delegation as the case may be, in case the period of delegation exceeds six months.
2. The entity of employment shall process necessary Visas and to pay the processing fee of the same from the competent entities.

## Article – 65

### Termination of the participation of an Employee in training course

The concerned Minister or whom he delegates may terminate the participation of the delegated employee in the training course or training programme in case his circumstances or the requirements of work or public interest requires the same.



## Ninth Chapter Leaves and their types

### Types of leaves

#### Article – 66

Leaves shall be classified as under :-

1. Annual leave ;
2. Sick leave ;
3. Maternity leave ;
4. Parenthood leave ;
5. Ida and Mourning leave ;
6. Haj pilgrimage leave ;
7. Exceptional leave ;
8. Study leave ;
9. Unpaid leave ;

### Annual leave

#### Article – 67

Employees appointed at permanent positions shall be entitled to annual leave with the total salary paid in advance after approval by the concerned Administration as under :-

- \* 30 working days for the Director General and Executive Director and Senior Positions ;
- \* 22 working days for the remaining positions

2. The annual leave may not be permitted only after a lapse of the probation period successfully.
3. The concerned Authority may summon the Employee from his annual vacation to return to work before its expiry if the work necessitates so and in this case the remaining period of vacation shall be added to the balance of his vacation.
4. The employee may after start of his vacation and in special cases to be approved by his immediate Supervisor request to interrupt his vacation and to resume work provided the remaining period of his vacation shall be added to the balance of his vacation.
5. The employee may avail of the annual vacation in one lot or may divide the same in different periods after obtaining approval of his immediate Supervisor and he may also include the annual vacation with any other vacation due to him as per the cases stipulated in Human Resources Law.
6. If the period entitled to the employee from the annual vacation is different due to his promotion or amendment of his grade, his annual entitlement of vacation shall be amended as per the period effective from the date of issuance of the promotion decision or amendment of grade.

7. If the employee becomes sick during his annual vacation, the sick leave shall not be calculated with the annual vacation granted to him.

#### Article – 68

The employee shall utilize his annual vacation during the year for which the vacation is due and if he is unable to avail the entire balance due for that year as per the work requirements and circumstances, he shall avail a period not less than half of the annual vacation due to him.

1. The employee may carry forward not more than half of the balance of the annual vacation not utilized to the next year and in this case he shall not use more than the same.
2. The employee during his service shall not be entitled for a cash allowance for the remaining and unutilized balance of his annual vacation.
3. If the services of the employee end, he shall be paid a cash allowance for the balance of his annual vacation legally entitled.
4. If the service of an employee ends before completion of the year for which the annual vacation is due, the number of days of vacation which were utilized shall be deducted in addition to his dues from the same after the date of end of service.

### Article – 69

The dates for annual vacation for employees of Government Schools and Handicapped Centres as per the stipulations of the Ministry of Education and the Ministry of Social Affairs, each as per its specialization.

### Article – 70

The employee shall not be entitled to any annual vacation for the following periods :-

1. Period of study vacation or educational vacation.
2. Period in which the employee stopped work (without salary)
3. Period of imprisonment of the employee in implementation of a Judicial Judgement issued against him in cases in which it is not prescribed to terminate his service.
4. Probation period if such period ends deciding that the employee is unsuitable for the job.

### Article – 71

#### Sick leave

1. The employee shall be granted a sick leave if his health prevents him to perform his job or to avoid any health

hazards regarding him and third parties as per a Medical Report issued by an approved Health Department.

2. The employee shall notify his immediate Supervisor about the sick leave during the first two days unless there is a justifiable excuse preventing him from doing so.
3. The sick leave is calculated with the period of service for which the employee is entitled to the end of service benefits or a pension.
4. The maximum limit of sick leave shall be calculated once or during the year as per the working days and the week ends vacation and other public holidays shall not be compensated by other days if the same falls within the sick leave.
5. The employee shall be granted sick leave for a period not exceeding 5 consecutive working days once for a maximum limit of 15 days per annum as per an approved Medical Report from the Official Medical Department and if the period exceeds the same, the permission to obtain sick leave shall be made as per an approved Medical Report from the Medical Committee.
6. Permission to obtain the sick leave if the same continues for a period exceeding six months shall be by a report approved from the concerned Medical Committee and the Committee may extend the same for another period not exceeding six months or may

recommend termination of services for lack of Medical fitness.

7. The employee shall be entitled for the total salary during sick leave.
8. The concerned Minister or the party he authorizes shall refer the employee to the Medical Committee if the sick leave of the employee is repeated, to perform Medical check up and to prepare a detailed Medical report to state whether or not the sick leave is valid and the extent of his Medical fitness for work.
9. The employee shall be permitted to avail sick leave for a period not exceeding one year with a total salary if the illness is resulted from an injury at work and if his illness continues more than that, the employee shall be referred to the Medical Committee to study his case and the Committee may extend this leave to a period not exceeding six months or may recommend termination of his services for lack of Medical fitness.
10. What is meant by the word 'Injury' in application of the provisions of this law is any injury resulting from an accident taking place during performing the job or to suffer one of the occupational diseases prescribed by the concerned Medical Committee stated in the above said paragraph and as per Table – 1 annexed to Federal Law # 8 for the year 1980 regarding organization of work relations and amending laws and the accident which occurs during going or coming back from work is considered as a work injury.



## Article – 72

### Matrimonial leave

1. The women employee appointed in a permanent position shall be granted Matrimonial leave with a total salary for sixty days and it may be granted before two weeks from the expected date of delivery as per a Medical Report submitted by the Doctor, provided that the leave shall be continuous and this leave is not granted to women employees employed with temporary Contracts.
2. The women employee after the end of the Matrimonial leave or the vacation related to it four months from the date of her resumption of work is allowed to leave the work location for two hours daily to feed her baby whether she leaves at the beginning of the working hours or at the end and in all cases these two hours are calculated as the working hours with total salary.
3. The women employee may link the Matrimonial leave with the annual vacation and the leave without pay for a maximum limit of 100 days from the commencement of matrimonial leave.
4. The week ends and public holidays which coincide with the Matrimonial leave shall be calculated as part of the leave, also the weekends and public holidays which coincide with the beginning or the end of the Matrimonial leave.

5. The end of service benefits and pension and the annual vacation dues shall be calculated for the approved Matrimonial leave period.
6. If the women employee is given a sick leave during the matrimonial leave, the matrimonial leave shall not be extended as per the sick leave.
7. The women employee shall be given the matrimonial leave during the probation period provided that the probation period shall be extended as per the matrimonial leave.

#### Article – 73

##### Parenthood leave

The employee who is blessed with an alive baby in the Country shall be given parenthood leave with total salary for three consecutive working days during the first month of the birth of the baby.

#### Article- 74

##### Mourning and Ida leave

##### Mourning leave

The employee shall be granted a mourning leave with total salary as under :-

- a) For five working days upon death of his first relative (Father / Mother / Son / Daughter and Wife).
  - b) For three working days upon death of his second relative (Grand Father / Grand Mother / Brothers / Sisters and Grand Sons)
2. Mourning leave, annual vacation and leave without pay can be joined.
3. If the mourning leave coincides with the annual vacation, the employee may extend his annual vacation or increase his balance of annual vacation by the number of working days which coincides with the mourning leave.
4. The employee shall inform about the death of one of his relatives provided that he shall submit reasonable evidence after returning from the leave.
5. The mourning leave shall start from the day of death.
6. The relationship of one of the married couple is considered the same as the level of relationship of the other couple.

## Article – 75

### Ida leave

1. The Muslim women employee whose husband dies shall be granted a special leave with total salary for a period of four months and ten days from the date of death of the Husband and it shall not be calculated from her other leaves.
2. The women employee shall notify her immediate Supervisor about the death of the Husband by any possible means by herself or through one of the relatives or colleagues and the attested Death Certificate approved by the Official Departments either within or outside the Country as per the place of death shall be annexed.
3. Calculation of the entitlements of the end of service benefits shall continue in addition to the pension and the annual vacation for the period of approved Ida leave.

## Article – 76

### Haj (Pilgrimage) leave

1. The Muslim employee shall be granted a leave for 15 working days with total pay to perform Haj with maximum limit of two times throughout his period of

service provided that there shall be a gap between both of not less than ten years.

2. The employee may link between the Haj leave and the annual vacation.
3. Haj leave may not be granted unless the probation period ends successfully and the employee shall after his return submit the necessary evidence for performance of Haj.
4. The weekends and public holidays coinciding with Haj leave shall not be considered as part of the same.
5. The Haj leave which is not obtained by the Employee is not considered as an acquired right for the employee, therefore it is not included in calculation of the balance of the annual vacation upon end of service of the employee.

#### Article – 77

#### Exceptional Leave

#### Exceptional leave

1. The Minister or whom he authorizes may grant the U.A.E. National employee an exceptional leave with total pay to perform any acts or tasks related to participation in National Teams or competitions or Sport activities or Social or Cultural programmes or any other similar reasons which are not directly

related to the activities of the Ministry in which the Employee works, as per the request of the Official concerned Departments dealing with these fields and for the period decided by them.

2. Conditions for entitlement of the exceptional leave -

- a) The employee shall possess qualifications or specialized expertise or skills or talents in the fields stated in the previous paragraph.
  - b) The participation shall be as per a written request from the Official concerned Departments related to these fields and for the period determined by them as per the regulations issued in this regard.
  - c) The tasks shall not be directly related to the activities of the Ministry or the Department in which the employee works.
3. This leave shall not be granted unless the employee passes the probation period.
4. The period of leave may be extended provided that a report about the tasks which are performed during the past period shall be provided including what is expected to be completed during the extension period.
5. The employee shall be paid his total pay from the Government Department in which he works in addition to any remuneration or incentives he obtains from the concerned Official Department with which he works



during the period of leave in addition to his annual vacation and sick leave from the Department in which he works as per the regulations applied in that Department and the employee shall not be entitled to the balance of annual vacation for the period of leave from the Government Department he works with.

6. The period of leave shall be calculated in the entitlement of the periodical allowance, promotion and pension.
7. The Department in which the employee works during the exceptional leave shall after the end of leave submit a report to his actual Department stating the tasks and accomplishments he perform and the level of his efficiency in performing these tasks and accomplishments and this shall be taken into consideration upon evaluation of his performance.

#### Article - 78

#### Leave for accompanying a Patient outside the Country

1. The Minister or any party authorized by him may grant the local employee an exceptional leave with total pay for the period not exceeding two months to accompany any of his relatives until second degree to get treatment outside the Country as per the recommendation of an approved Official Medical Department.

2. The Minister or whom he authorizes may extend this leave for another two additional months if the circumstances require so.
3. When the employee returns, he shall submit to his work Department a Medical Report about the case of the Patient from the Health Department which treated him attested by the U.A.E. Embassy in that Country and approved by the concerned Medical Committee in the Country and if the employee does not submit this report, the case shall be submitted to the immediate Supervisor and the Human Resources Department to take necessary action.

#### Article – 79

##### Leave for accompanying a Patient inside the Country

The Minister or whom he authorizes may grant the U.A.E. National employees an exceptional leave with full pay for a period not exceeding two months but not extendable to accompany his other wife or any of his first degree relatives if they receive treatment inside the Country as per a Medical report approved by an Official Medical Department stating the need of the Patient for a companion during the period of receiving treatment within or outside the Hospital.

## Article – 80

### Leave for accompanying the other Wife outside the Country

1. The Minister or whom he authorizes may grant the local employee an exceptional leave without pay to accompany his other Wife if one of them is sent outside the Country for a task or a study leave or secondment or Official assignment or if he is transferred to a position or if he joins the work at one of the International Organizations or Agencies or the regional Organizations and Agencies outside the Country and this period shall not be calculated among the period of service.
2. The period of this leave shall not exceed the period prescribed for the task outside the Country.
3. Throughout the period of leave, the position of the employee permitted to attend the leave may be occupied and at the end of the leave and upon his return to the Country, the employee may return to his original position or to any other position at the same degree.

## Article – 81

### Study leave

The minister or whom he authorizes may grant the U.A.E. National employee study leave with full pay without prejudice to the charges and allocations prescribed by the

full time study task within or outside the Country in order to obtain qualifications higher than the General Secondary School Certificate or its equivalent whether this qualification is above average or the specialized Certificates or University Degrees or higher studies to obtain the higher studies Diploma or Master's Degree or equivalent or Ph.D. or its equivalent and the period of study leave shall equal the period of approved education programme.

### Article – 82

Subject to the provisions and controls included in Articles – 83 & 85 of these rules, the Minister or whom he authorizes may grant the non U.A.E. National employee a leave without pay in order to study for a period not exceeding six months and such leave shall not be calculated among the period of service of the employee reserving his rights to continue living in the Government accommodation allocated to him.

### Article – 83

#### Provisions and controls for granting the study leave

The employee shall be granted the study leave as per the following provisions and controls :-

1. Period of service in the Ministry or the Federal Department shall not be less than one year for U.A.E. National employee and three years for the non U.A.E. National employee.

2. He shall obtain an academic acceptance by one of the recognized Institutes or University Colleges by the Ministry of Higher Education and Scientific Research stating the type of study specialization and period of study.
3. The academic qualification intended to be obtained shall be suitable to his career and to the nature of work of the Ministry or Federal Department.
4. The study leave abroad may not be permitted if the study is available in the Country unless for reasons decided by the Minister or Head of the Federal Department or any one authorized by them.
5. As per a decision of the Minister or any party authorized by the Minister, the deputed party may be granted six months to study the foreign language abroad and this period may be extended for not more than other six months, as per the reports received from the Embassy of the United Arab Emirates or the Cultural Attache or the Diplomatic Missions abroad and this period shall not be calculated with the period of study leave and this leave shall be considered as the study leave.
6. The person granted study leave shall not be entitled for an annual vacation during the period of study and the regulations and procedures applied with respect to the annual vacation in the Institutes and University Colleges shall be applicable throughout the period of study leave.

7. The study leave is considered as an actual period of service for the employee, thus it is included in the entitlement of the periodical allowance, end of service benefits or pension.

#### Article – 84

The Minister may extend the study leave for the employee for a maximum period of one year if there are circumstances requiring the necessity to extend this leave.

#### Article – 85

The person obtaining study leave within or outside the Country undertakes as under :-

1. To be punctual in attending the studies regularly as per the schedules approved for the same.
2. To complete the study within the prescribed and permitted period.
3. To obtain the academic qualification for which he has been granted leave.
4. Not to change the specialization for which he was granted the leave and not to transfer his studies to another Country or another University or College or



Institute without obtaining the prior consent of the Minister or whom he authorizes.

5. To serve the Department which sends him for a period which equals to the period of study leave, nevertheless the aforesaid period may be spent in a Ministry or a Federal Government Department or Local Department as per the consent of the Minister or the party authorized by him, in case of breach of these obligations, the party granted the study leave undertakes to refund all the charges and financial allocations paid to him during the study leave as per the provisions of law for missions and study assistance and this does not include the salaries he received from the Department in which he works.
6. He shall resume his work within 15 days if the study leave is within the Country and within one month if it is outside the Country from the date he obtains the academic qualification or from the date of expiry of the period of study leave whichever falls earlier, else he shall be considered as stopping the work and the provisions prescribed in this connection shall be applicable upon him.

#### Article – 86

The study leave of the employee may be terminated by the decision of the Minister or whom he authorizes in any of the following cases :-

1. To stop the studies without justified reason for a period exceeding three months as per study reports sent about the employee from the Embassy of the Country or the Cultural Attache or the Diplomatic Missions.
2. Changing the academic specialization for which he is granted leave or the Academic Institution which he joined or the approved Country of study without obtaining the prior consent of the Minister or whom he authorizes or the Head of Federal Department or whom he authorizes.
3. Committing of any immoral acts or behaviour or performance of any acts which may cause damages to the interests of the Country or its reputation or performance of any activities which represent violation of the applicable laws in the Country of study.
4. Not joining the study for a period exceeding three months from its date of commencement and if the Minister or whom he authorizes refuse the justification for non joining the study, the period of stoppage shall be deducted from the balance of his annual vacation and what exceeds that shall be considered as stopping the work without pay.
5. The Minister may terminate the study leave due to the work necessity or the public interest and in this case the employee shall be exempted from refunding the entire fee, charges and financial allocations paid to him throughout the expired period of leave.

6. The study leave may be stopped as per the request of the employee for circumstances evaluated by the Minister and for one Semester and in this case the study leave shall be extended for a period equaling the period of stoppage.
7. Failure to pass the prescribed tests to move to the next stage of study for more than one time throughout the period of study and the Minister may as necessary ignore this case for another additional time

In all cases this shall not prejudice accountability if necessary.

#### Article – 87

The Employee undertakes to refund all the fees, charges and financial allocations paid to him throughout the period of study except the total pay and the Government accommodation if the study leave is terminated as per the reasons stipulated by the previous Article taking into consideration Article – 85, Clauses – 5 & 6.

#### Article – 88

##### Leave for appearing for Examination

1. The Minister or whom he authorizes may grant the U.A.E. National employee registered in any of the remote educational programmes within or outside the

Country or the U.A.E. National employee who is studying in evening study within the Country in one of the Colleges, Institutes or recognized Schools with total pay to perform the Semester and annual examination provided their period is fixed as per the approved examination programme and this shall not be applicable to the monthly examinations or to the examinations for acceptance or registration or discussion of study projects during the Semester.

2. The local employee may be granted an additional leave before the start of examination by a period not exceeding 5 working days if the examinations are to be performed within the Country and not exceeding ten working days if the examinations are performed outside provided that the total leave shall not exceed 22 working days during the year apart from the period of examination.
3. The U.A.E. National Employee may be granted a short study leave for a period not exceeding ten working days (70 hours) in a year and 2 hours daily to attend the classes at any approved Study Programme until the end of that programme and this permission shall not be granted if the working hours do not conflict with the time of class.

## Article – 89

### Unpaid leave

1. The Minister or whom he authorizes may grant the employee an unpaid leave for a period not exceeding 30 days in a year provided that the employee has serious reason which requires granting him this leave.
2. Conditions for granting unpaid leave :-
  - a) The employee shall not have a balance of annual vacation ;
  - b) Granting leave shall not affect the progress of work as per the requirements of the work ;
  - c) Any other conditions estimated by the Management ;
3. This leave shall not be granted during the probation period.
4. Unpaid leave shall not be calculated within the period of service of the employee and shall not entitle to any annual vacation.
5. The weekends and public holidays coinciding with unpaid leave shall be considered as part of the same.



## Article – 90

Without prejudice to the provisions of Article – 101/9 of the Human Resources Law, the employee may not stop his work except within the limits of the leave granted to him and if the employee stops work or does not return after the end of the granted leave, the following shall be done :-

1. If the concerned Authority accepts the excuse of the employee who stops work, the period of stoppage shall be deducted from the balance of his annual vacation if he has any balance and if this is insufficient, the extra period shall be considered as stopping work unpaid.
2. If the concerned Authority does not accept the excuse of the employee stopping from work, the punishments stated in the table of violations related to working hours shall be applied upon him and the period of stoppage shall be considered as unpaid.

The period which is calculated as stoppage from work shall not be calculated with the period of service of the employee.

## Article – 91

### General provisions related to leave

1. The leave due to the employee shall be granted within the limit of the periods authorized by the concerned Authority.



2. The period of service of the employee is considered as continuous during any of the prescribed leave permitted to him and then they shall be included in the entitlement of the periodical allowance, end of service benefits and pension with exception of the unpaid leave.
3. The employee shall resume his work in the fifth time after the end of leave granted to him, else it shall be considered as stopping the work.
4. The employee shall not be entitled for any prescribed leave for the period of stopping work without authorization.
5. The concerned Authority may permit the employee to enjoy more than one type of leaves in a continuous manner as per the provisions of Human Resources Law.
6. During the period of transfer, secondment of the employee to another Department his leave and his entitlements of any type of vacation shall be calculated until the end of the day immediately preceding the effective date of transfer or secondment until the employee is granted his vacation from the Department to which he is transferred or seconded as per the rules applied in that Department.

In case the services of the employee are extended after reaching retirement age, he shall be entitled to all

types of vacations which may be granted before reaching the age prescribed for retirement.

## Tenth Chapter Employment Violations

### Article – 92

1. The employee shall adopt an appropriate behaviour which is as per the behavioral criteria approved for the public positions and shall adhere to the applicable legislations in the Country and any employee who violates the employment responsibilities as stipulated by the Human Resources Law or who does not fulfill his job as required shall be punished administratively without prejudice of the Civil or Penal responsibility, if necessary.
2. The employee shall not be exempted from administrative penalties unless it is proved that he commits the violations related to the job as an implementation of a written order issued to him by his immediate Supervisor although he being notified in writing about the violation and in this case the responsibility shall be on the part of the person who issues the order.
3. The concerned Penal Authorities shall be notified if it is discovered that what is committed by the employee involves a penal crime.

4. The employee shall not be punished for the same act or violation more than once and more than one punishment shall not be imposed upon him.
5. No administrative penalties shall be imposed upon the employee unless a written investigation is performed allowing him the appropriate opportunity to state his statements and to investigate his defence.

### Article – 93

#### Initial investigation

1. The immediate Supervisor shall be responsible for the initial investigation procedures regarding what becomes known to him through complaint or Audit or otherwise regarding existence of a violation committed by one of his employees and if such violation necessitates referral of the employee to the Violations Committee.
2. The employee shall be referred to the Violations Committee if it is discovered to the immediate Supervisor that there is evidence or circumstances showing that the employee has committed that violation.
3. The initial investigation may be verbal but its content shall be stated in the referral request and if the

investigation is in writing, a copy of the same shall be annexed to the referral letter.

## General Principles Violations Committee

### Article – 94

In each Ministry and Federal Department a Committee named 'Violations Committee' shall be formed as per a decision of the Minister whose responsibility shall be to hear the violations committed by the employees except the violations related to working hours and shall impose the administrative penalties stipulated in Article – 83 of the Human Resources Law except the penalty for termination of services.

### Article – 95

#### Formation of the Violations Committee

The Violations Committee shall be formed under the Chairmanship of the Director General of the Ministry or the Federal Department and a number of members who shall be determined by the formation decision and the Committee shall have a Secretary who shall make necessary arrangements for convening its meetings, preparing its minutes and resolutions and notifying of the same.

## Article – 96

### Procedures for referring the Employee to the Violations Committee

1. The Violations Committee shall receive a Memorandum requesting referral of the employee to investigation from the Supervisors of the employee as per the Management Hierarchy in the Ministry or the Government Department stating the violation assigned to the employee and the evidence and circumstances related to the same.
2. The referred employee shall be summoned to investigation as per a written notice signed by the Chairman of the Violations Committee addressed to the employee and to his organizational unit provided that the notice shall include what is assigned to the employee the date of hearing and venue 5 working days at least before the prescribed date.
3. If the employee does not appear before the Violations Committee he shall not be notified again as per the same procedure and another date shall be fixed for him to appear before the Committee provided that the notice about the date shall be before 3 working days at least from the date fixed of the next hearing.
4. If the employee does not appear before the Violations Committee after the second notice, the Committee may conduct investigation in his absence after it verifies that the employee is aware of the notice.

## Article – 97

### Investigation Procedures

1. The Violations Committee shall review the papers and shall become aware of the subject within the limits of the papers and shall ensure that it has jurisdiction to investigate the referred violation.
2. At the beginning of investigation, the Chairman of Violations Committee shall read to the referred employee all the facts attributed to him in a clear manner and shall notify him about the evidence which supports that it has committed the violation in order that the employee can be able to state his defence and submit his supporting documents and all his statements shall be recorded and he shall sign accordingly.
3. The Chairman of the Committee shall enable the employee to review all the papers and shall give him sufficient time to prepare his Defence Memorandum.
4. The Violations Committee shall hear the witnesses (if any) and shall discuss their statements and it is not allowed to hear testimony of one witness in the presence of another witness and the procedures for investigation of the violation and its results shall be confidential.



5. The Violations Committee shall review all the papers related to the violation committed by the employee and shall request any clarification related to the violation from the Department in which the employee works and shall recommend to suspend the employee from work temporarily in favour of the investigation and shall seek the assistance of the Experts regarding technical matters.

### Article – 98

#### Elements of Administrative Investigation

Investigation shall be in writing and the Investigator shall state the following in the minutes :-

1. Date and time of preparation ;
2. Name of the Investigator, Referral Decision and the Department which issues the same ;
3. Name of the employee referred to investigation, his age, place of residence, Department in which he works, his position and employment degree and summary of the incident, subject of investigation ;
4. To record the statements of persons who stated their testimony ;
5. To read the contents of the minutes of investigation to the employee ;

6. To record the procedures taken and the documents which were reviewed and to record the time and date of completion of the minutes ;
7. Each page of the investigation shall be signed by the Investigator and by the person who stated his testimony in these papers ;
8. To record the statements of the employee and his defence ;

#### Article – 99

##### Disposal of the Investigation

The Committee shall dispose in the investigation as under :-

1. To preserve the investigation because the violation committed is not validly attributed to the employee referred to investigation.
2. To preserve the investigation due to lack of importance in case the violation assigned to the employee does not desire imposition of a penalty.
3. To preserve the investigation for lack of sufficient evidence.
4. To decide the responsibility of the employee referred to investigation regarding all or some of the violations assigned to him and in this case the Committee shall issue its decisions by the majority and approved by its

Chairman and if the votes are equal, the part including the Chairman shall prevail, provided that the decision shall include its reason and shall be according to the incident proved against the employee referred to investigation, including one of the appropriate Penal Administrative penalties as stipulated by Article – 83 of the Human Resources Law with the exception of the penalty for termination of service.

5. The employee shall be handed over the penalty decision issued against him and he shall sign the same stating receipt of the same along with notification of the concerned Department.
6. If the Violations Committee decide that what is committed by the employee involves financial violations it shall submit the matter to the Minister or the Chairman of Federal Department to consider referring the subject to the Accounting Bureau to investigate as per Law for incorporation of the Bureau and the Violations Committee shall issue decision for the penalties recommended by the Accounting Bureau.
7. If the violation is a penal crime at the same time, the Violations Committee shall submit a recommendation to the Minister or the Head of the Federal Department for referral of the employee to the concerned Investigation Authority and referral of the employee to penal investigation does not prevent imposing administrative penalties upon him unless the act in the disciplinary violation depends on deciding the penal crime, if the employee is referred to the Judiciary

Department to decide the incidents assigned to the employee or to deny the same, the Violations Committee shall be restricted to the Penal Judgement in this regard.

8. If the Violations Committee decides that termination of service is appropriate to the proved incident against the employee, it shall submit a recommendation about the same to the Authority concerned with appointment.

## Eleventh Chapter Corporate Culture

### Article – 100

#### Days and working hours –

The days and working hours of the Ministries and Federal Departments throughout the year shall be determined as under :-

1. From Sunday – Thursday every week, working hours start from 07:30 A.M. until 02:30 P.M.
2. During the month of Holy Ramadan, working hours start from 09:00 A.M. until 02:00 P.M.
3. The Minister may decide the start and end of working hours for some Departments in the Ministry or the Federal Department as per the work requirements and

the strategic plan but this should not exceed 35 working hours per week.

4. The weekend for the Ministries and Federal Government Departments shall be on Friday and Saturday.
5. The Public Holidays for Ministries and Federal Departments in the Country shall be as under :-

First day of Hijri year	1 <sup>st</sup> Moharram	One day
Birth day of Prophet Mohammed (P.B.U.H.)	12 <sup>th</sup> Rabbiul Awwal	One day
Isra and Meraj	27 <sup>th</sup> Rajjab	One day
National day	2 & 3 December	Two days
Idd Al Fitr	Starting from 29 <sup>th</sup> Shawwal	Ramadan till 03 <sup>rd</sup>
Arafa day	9 <sup>th</sup> Zulhaja	One day
Idd Al Adha	10, 11, 12 Zulhaja	Three days
New Year's Eve	1 <sup>st</sup> January	One day

- \* With exception of holidays related to Idd, any of the public holidays prescribed as per the previous clause may be carried forward to the beginning or end of the week if they fall between two working days and the public holiday may not be carried forward or compensated if coincides with another public holiday or the weekend.

## Article – 101

### Shifts System

The Ministry and the Federal Department may apply the Shifts system on all or some of the positions or Organizational divisions as per the work requirements provided the total working hours shall not exceed 48 hours weekly.

## Article – 102

### Adherence to the working hours

All employees shall adhere to the prescribed working hours and shall sign electronically or otherwise stating the actual time for attendance and leaving as per the prescribed dates and the Director Generals or Executive Directors are exempted from signing.

The Minister or the Head of Federal Department or any party authorized by them may be exempted from this obligation regarding any employee if the nature of their work requires so.

- The employee shall notify his immediate Supervisor if he is unable to attend or leave on the fixed dates for emergency situations ;



- Work time shall be dedicated to perform the jobs functions and it is not allowed to leave the place of work during the working hours except by obtaining a prior permission from the immediate Supervisor.

### Article – 103

#### Violations of working hours

Investigation shall be conducted regarding administrative violations related to working hours by the Human Resources Department which shall be restricted by the penalties prescribed in the following table and this table may be amended by the decision of the Head of the Authority after coordination with the Ministries and Federal Departments if the public interest requires so:-

Type of Violation	Stages of penalty within 3 months				
	First time	Second time	Third time	Fourth time	Fifth time
First :- Violations related to prescribed working hours without justifiable reasons					
Delay not exceeding two hours, more than that the employee shall be treated as stopping	Verbal warning	Written notice	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary

work					
Stopping work without legal permission less than three days	Written warning	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary	Deduction of four days salary
More than three days and less than ten days	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary	Deduction of four days salary	Deduction of five days salary
along with deprivation of salary for the days of stoppage					
Second :- Violations related to signing					
Not to sign the actual time for attendance and leaving the job without acceptable reason	Written warning	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary	Deduction of four days salary
Manipulation of the method of recording attendance and leaving the job	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary	Deduction of four days salary	Deduction of five days salary

Third :- Violations related to leaving the job without permission or acceptable reason

Leaving the job without permission or reason accepted by the immediate Supervisor	Verbal warning	Written notice	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary

Fourth :- Violations related to actual working hours punctuality

To be present without acceptable reason at a place not specified for work	Verbal warning	Written notice	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary
Sleeping during work	Written warning	Deduction of one day salary	Deduction of two days salary	Deduction of three days salary	Deduction of four days salary

Note :- Deduction shall be made from the basic salary.

1. No penalty shall be imposed on the employee unless his statements are heard and the issued decision imposing the penalty shall include the reasons.
2. It is not permitted to impose more than one penalty for one violation and if the number of violations assigned to the employee is several, each violation shall be considered as independent from the other with respect to imposition of the penalty provided that the imposition of the prescribed penalty shall be gradual.
3. If the violation is repeated to the sixth time or more before 3 months pass from the first violation, the penalty prescribed for the fifth time shall be doubled and if the violation is repeated for the seventh time, the employee shall be referred to the concerned Minister what is appropriate in this regard.
4. The penalty from deduction of salary shall not exceed 10 days at one time and sixty days during the year, if the violations exceed the same, the violating employee shall be referred to the Minister what is appropriate in this regard.
5. Jurisdiction for imposing the penalties stated in the annexed table shall be as under :-
  - a) The Minister regarding employees of second grade and above.
  - b) The Director General or the person he authorizes regarding the remaining grades.

## Article – 104

### Compensation for working during weekends

1. The immediate Supervisor may assign the employee to work in weekends as per requirements and interest of the work.
2. The employee assigned to work during weekends shall be granted days which equal the number of days in which he works as compensation.
3. If the weekend coincides with an Official work assignment, the Employee may be granted days which equal to the days of weekends which coincide with the Official work assignments, as the case may be.
4. In all cases the employee may not be given a cash consideration for the days he works during the weekends.

## Article – 105

### Compensation for working during public holidays

1. The immediate Supervisor may assign the employee to work on a day of public holiday as per the requirements and interests of work.

2. The employee assigned to work during public holidays shall be granted days which equal to the number of days on which he works as compensation and the part of day is considered a full day.
3. The employee entitled for compensation for overtime work may select between being compensated by days which equal to the number of public holidays in which he is assigned to work or may request to be paid the compensation of overtime work for the actual time which he works during the public holidays.

Without prejudice to the contents of the above last paragraph, if the public holidays coincide with the days of an Official work assignment, the employee shall be granted days which equal to the public holidays which coincide with the Official work assignments.

#### Article – 106

#### System for compensation of overtime work

The employee shall be granted a compensation for the overtime work assigned to him outside the working hours as per the following conditions :-

1. If the employee is assigned overtime work after the working hours.
2. The assignment shall be issued in writing by the immediate Supervisor and shall be approved by the



Director of the concerned Department and the Executive Director including the nature of works which shall be performed by the employee and the number of hours required completing the work.

3. Payment of cash compensation for overtime work shall be restricted to the employee of the fourth grade.
4. The number of overtime hours shall be calculated after the employee performs the ordinary working hours (35 hours weekly).
5. Compensation may be by granting leave as compensation for overtime hours @ one day for each 7 working hours.
6. Compensation for overtime work shall not exceed 30% of the basic monthly salary with a maximum limit of Dhs. 1,000.00 per month.
7. Payment shall not exceed the allocations for the same in the Budget of the Ministry or the Federal Department.
8. Overtime work shall be as per the actual work requirements.

## Twelfth Chapter Complaints

### Complaints Committee

#### Article – 107

A Committee shall be formed by the decision of the Minister who shall be responsible to hear the complaints from Administrative penalties and which shall be formed from a number of members provided that no member in the Violations Committee against whose decision the complaint is filed.

#### Article – 108

The employee may submit to the Complaints Committee a written complaint from the Administrative penalties imposed by the Violations Committee within a period not exceeding two weeks from notifying the Employee with the penalty decision.

#### Article – 109

### Jurisdiction of the Complaints Committee

The Complaints Committee shall hear the complaints submitted to it regarding Administrative penalties by reviewing the investigation file and hearing the statements

about the incident, subject of investigation and the Committee may return the subject to the Violations Committee to complete any shortcomings in the investigation to return it to the Committee and to complete investigation of the complaint and to issue its decision as under :-

1. To reject the complaint ;
2. To accept the complaint and amend the penalty ;
3. To accept the complaint and cancel the penalty ;

The Complainant shall not be harmed by his complaint and the Complaints Committee may not amend the penalty by imposing a more severe penalty than the appealed penalty.

#### Article – 110

Decisions of the Complaints Committee shall be final regarding the complaints submitted to it with respect to imposition of the penalty of a verbal or written warning.

Objections against resolutions of the Complaints Committee

#### Article – 111

The employee may object against the decision of the Complaints Committee issued apart from the verbal and written warning by submitting a written objection signed by it to the Objections Committee in the Authority within a period not exceeding two weeks from the date of being

notified of the penalty decision, otherwise the decision of the Complaints Committee shall be considered as final.

#### Article – 112

If the employee objects, it shall not adversely affect the objecting employee or his job position or to restrict or to affect any right entitled to him as per the prescribed rules.

#### Article – 113

##### Statements of objections

Statements which should be included in the objection submitted by the employee :-

- Name of employee, his work Department, his position and address ;
- Resolution issued by the Violations Committee ;
- Resolution issued by the Complaints Committee regarding the violations assigned to him, its date of issue and being aware of the same ;
- Subject of the objection and the reasons on which the objection is based attaching the documents which he considers important to be submitted.

## Article – 114

### Committee for hearing objections

A Committee shall be formed in the Authority as per the decision issued by the Head of the Authority to hear the objections against the resolutions issued by the Complaints Committee with respect to the penalties imposed upon the employee and the Committee shall have a Secretary selected by the Chairman who shall not be among the Members and who shall not have a counted vote.

## Article – 115

### Mechanism of the Objections Committee

- The Committee shall receive the objection submitted by the employee in the light of the decision issued by the Complaints Committee ;
- To hear the objection submitted by the employee in the light of the decisions of the Complaints Committee and all the annexed documents (30 working days from the date of submission of the objection) ;
- The Committee in order to perform its responsibilities shall follow as under :-
- Shall assign the party appointed by it to conduct the necessary research or studies related to the subject of objection, subject of investigation and this party may

review the papers and records and shall request the necessary data ;

- Shall summon any of the employees of the Department of the objecting employee to hear their statements or to obtain necessary information related to the objection submitted by the employee ;
- Shall communicate with any of the employees of the Federal Government, if necessary and if this is related to the subject of the objection ;
- Shall seek the opinion of the Department of Fatwa and Legislation at the Ministry of Justice about the subject of objection, if this is necessary taking into consideration the information received from the above Department upon preparation of the decision which shall be issued regarding the objection submitted by the employee.

#### Article – 116

Objections Committee shall issue its decision regarding the subject of objection submitted by the employee as per the majority of votes and in case of equal votes, the party of the Chairman shall prevail and the Objections Committee shall issue its decision as under :-

- To support the decision of the Complaints Committee or to minimize the same ;



- To return the decision to the Department in which the employee works to reconsider the decision ;
- To cancel the decision or to keep it in file for lack of sufficient evidence ;

#### Article – 117

The employee shall be informed in writing by the decision of the Committee stating its reason within 10 working days from its date of issue provided that the employee shall sign confirming receipt of the same and shall notify the Department in which he works of the same.

#### Article – 118

The employee who refers to objection procedures may absent himself from work with payment to attend the different hearings of the Committee provided that he submits a prior written request about the same to his immediate Supervisor, if the hearing is convened in an Emirate which is far his work location by more than 100 Kilometers.

#### Article – 119

The Authority shall have jurisdiction to interpret the rules and regulations related to Human Resources.

## Thirteenth Chapter

### Final Provisions

#### Article – 120

The balance of accumulated periodical vacations of the employees of Federal Government shall be settled as under:-

1. Employees of Federal Government shall be granted a grace period ending on 31.12.2012 so that every employee shall utilize the period of 150 vacation days from the accumulated vacation balance for him as on 04.02.2009 or the total balance of his vacation if it is less than the same.
2. The accumulated vacation shall be calculated as per the previous clause in accordance with the monthly entitlement stipulated by the Civil Service Law # 21 for the year 2001, as amended and not based on entitlement of a 'work day' as stipulated in the Human Resources Law.
3. Each Ministry and Federal Department shall have the authority to decide how to organize to their employees to obtain these vacations as per the work requirements with them.
4. A direct cash allowance shall be paid to the employee in the following cases:-

- a) If the work requirements do not permit the employee to utilize his entire vacation as per Clause – 1 till 31.12.2012 and the allowance shall be paid as per the maximum limit of 38 days annually until the carried forward balance expires provided that any due vacation after 04.02.2009 shall not be included in this accumulated balance.
  - b) If the service of an employee ends before 31.12.2012 shall be paid a cash allowance for the remaining period of the balance.
  - c) If the balance of the Employee's vacation on 04.02.2009 exceeds 150 days he shall be paid cash allowance for the excess vacation balance.
5. The cash allowance in the cases referred to in Clause – 4 above shall be calculated based on the basic salary as on 31.12.2007 from the financial allocations dedicated for this purpose in the budget.

#### Article – 121

Decisions and applicable regulations at the time of issuing these rules shall continue provided that they shall not conflict with the provisions of these rules until issuance of the regulations and decisions replacing the same.

Article – 122

These rules shall be applicable from the date of its issuance and shall be published in the Official Gazette.

// Signed //

Mohammed Bin Rashid Al Maktoum  
Prime Minister

Issued by us on 01<sup>st</sup> Rajjab, 1431 H., corresponding to: 13<sup>th</sup>  
June, 2010s

UNITED ARAB EMIRATES  
THE CABINET

This translation of the text of the Regulations of the  
decree Federal Law No. 8 of 2008 issued by Council  
of Ministers No. 13 of 2010 to clarify the statement  
of the articles and closer to understanding the  
English language, not the translation state of legal  
argument when the difference is taken contends the  
Arabic text of the regulation.

FORM  
FULL TIME EMPLOYMENT CONTRACT FOR NON U.A.E.  
NATIONAL EMPLOYEES

CLASS – 'A'

It is on this day \_\_\_\_\_ corresponding to \_\_\_\_\_ this Contract  
is \_\_\_\_\_ entered \_\_\_\_\_ into \_\_\_\_\_ between

\_\_\_\_\_  
Ministry / Authority /  
Establishment (First Party)

Represented by : \_\_\_\_\_, in his capacity as  
\_\_\_\_\_

and Mr. \_\_\_\_\_ (Second Party)

\_\_\_\_\_  
National, holder of Passport #  
\_\_\_\_\_  
Resident \_\_\_\_\_ of

Inside the Country :

Outside the Country :

It has been agreed as under :-

First Clause –

The 'first party' agreed to appoint the 'Second Party' to work  
with it full time as a ( \_\_\_\_\_ ), Grade ( \_\_\_\_\_ ), Basic Salary ( \_\_\_\_\_ )  
) Dirhams, in addition to the following benefits :-

1. Appropriate accommodation or Housing allowance as  
per the applicable rules prescribed in this regard.

2. Study fee not exceeding Dhs. 10,000.00 for each Child for a maximum of two Children.
3. Air tickets for the Employee, his wife and three Children below 18 years which shall not exceed Dhs. 3,500.00 for each person annually.
4. Furniture allowance equivalent to the basic salary for seven months which shall not exceed Dhs. 25,000.00 for a single Employee and basic salary for nine months which shall not exceed Dhs. 30,000.00 for a married Employee.
5. Water and Electricity allowance Dhs. 400.00 for fourth grade and above and Dhs. 300.00 for the remaining grades.
6. Air ticket for the employee, his Wife and 3 Children below 18 years upon recruitment for appointment and for returning at the end of service to and from the Country the employee specifies upon signing the Contract.
7. Health care for the Second Party, his Wife and three Children below 18 years as per the applicable regulations.

Second Clause :-

Period of this Contract is (            ) starting from \_\_\_\_\_ 20\_\_ ending on \_\_\_\_\_ 20 \_\_ and it may be extended from a year to another as per the agreement of both Parties.



Third Clause :-

If the Second Party does not join his work within 15 days from the date of signing this Contract, the Contract shall be considered as cancelled unless he furnish an acceptable reason to the first party.

Fourth Clause :-

The Second Party shall adhere to the responsibilities and shall refrain from prohibited acts as mentioned in the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive rules and the related resolutions.

Fifth Clause :-

The Second Party undertakes to execute all the tasks and responsibilities related to the position or any other tasks related to his work.

Sixth Clause :-

The Second Party shall attend to his work at the time and date specified in the Executive rules of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Seventh Clause :-

The Second Party shall be subject to a probation period for three months extendable for similar periods and the first party may terminate the services of the Second Party during the probation period after a notice for 5 working days.

Eighth Clause :-

The Second Party shall be subject with respect to resignation to the provisions mentioned in Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Ninth Clause :-

The Second Party shall be subject to the reasons for end of service as stipulated in Article – 101 of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Tenth Clause :-

If a party notifies the other in writing of his desire not to renew this Contract at least two / one month prior to its expiry, the Contract shall be considered as expired at the end of its period.

Eleventh Clause :-

Provisions of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its

Executive Rules, resolutions of the Cabinet shall be applicable on this Contract.

This Contract has been prepared in two identical copies in Arabic language and each Party is given a copy to act accordingly.

Signature of the First Party

Signature of the Second Party

This translation of the text of the Regulations of the decree Federal Law No. 8 of 2008 issued by Council of Ministers No. 13 of 2010 to clarify the statement of the articles and closer to understanding the English language, not the translation state of legal argument when the difference is taken contends the Arabic text of the regulation.

UNITED ARAB EMIRATES  
THE CABINET

FORM  
FULL TIME EMPLOYMENT CONTRACT FOR NON U.A.E.  
NATIONAL EMPLOYEES

CLASS – 'B'

It is on this day \_\_\_\_\_ corresponding to \_\_\_\_\_ this Contract  
is \_\_\_\_\_ entered \_\_\_\_\_ into \_\_\_\_\_ between  
\_\_\_\_\_ Ministry / Authority /  
Establishment (First Party)  
Represented by : \_\_\_\_\_, in his capacity as  
\_\_\_\_\_

and Mr. \_\_\_\_\_ (Second Party)  
\_\_\_\_\_ National, holder of Passport #  
\_\_\_\_\_, Resident \_\_\_\_\_ of  
\_\_\_\_\_

Inside the Country :  
Outside the Country :

It has been agreed as under :-

First Clause –

The 'first party' agreed to appoint the 'Second Party' to work  
with it full time as a ( \_\_\_\_\_ ), Grade ( \_\_\_\_\_ ), Basic Salary ( \_\_\_\_\_ )  
) Dirhams, in addition to the following benefits :-

## Second Clause :-

Period of this Contract is ( ) starting from \_\_\_\_\_ 20\_\_ ending on \_\_\_\_\_ 20 \_\_ and it may be extended from a year to another as per the agreement of both Parties.

## Third Clause :-

If the Second Party does not join his work within 15 days from the date of signing this Contract, the Contract shall be considered as cancelled unless he furnish an acceptable reason to the first party.

## Fourth Clause :-

The Second Party shall adhere to the responsibilities and shall refrain from prohibited acts as mentioned in the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive rules and the related resolutions.

## Fifth Clause :-

The Second Party undertakes to execute all the tasks and responsibilities related to the position or any other tasks related to his work.

## Sixth Clause :-

The Second Party shall attend to his work at the time and date specified in the Executive rules of the Decree Law # 11

for the year 2008 regarding Human Resources in Federal Government.

Seventh Clause :-

The Second Party shall be subject to a probation period for three months extendable for similar periods and the first party may terminate the services of the Second Party during the probation period after a notice for 5 working days.

Eighth Clause :-

The Second Party shall be subject with respect to resignation to the provisions mentioned in Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Ninth Clause :-

The Second Party shall be subject to the reasons for end of service as stipulated in Article –101 of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Tenth Clause :-

If a party notifies the other in writing of his desire not to renew this Contract at least two / one month prior to its expiry, the Contract shall be considered as expired at the end of its period.



Eleventh Clause :-

Provisions of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive Rules, resolutions of the Cabinet shall be applicable on this Contract.

This Contract has been prepared in two identical copies in Arabic language and each Party is given a copy to act accordingly.

Signature of the First Party

Signature of the Second Party  
UNITED ARAB EMIRATES  
THE CABINET

*This translation of the text of the Regulations of the  
decree Federal Law No. 8 of 2008 issued by Council  
of Ministers No. 12 of 2010 to clarify the statement  
of the articles and closer to understanding the  
English language, not the translation state of legal  
argument when the difference is taken contends the  
Arabic text of the regulation.*

FORM  
SPECIAL EMPLOYMENT CONTRACT

It is on this day \_\_\_\_\_ corresponding to \_\_\_\_\_ this Contract  
is \_\_\_\_\_ entered \_\_\_\_\_ into \_\_\_\_\_ between  
\_\_\_\_\_  
Ministry / Authority /  
Establishment (First Party)  
Represented by : \_\_\_\_\_, in his capacity as  
\_\_\_\_\_

and Mr. \_\_\_\_\_ (Second Party)  
\_\_\_\_\_  
National, holder of Passport #  
\_\_\_\_\_, Resident \_\_\_\_\_ of  
\_\_\_\_\_

Inside the Country :  
Outside the Country :

It has been agreed as under :-

First Clause -

The 'first party' agreed to appoint the 'Second Party' to work  
with it full time as a ( \_\_\_\_\_ ), Grade ( \_\_\_\_\_ ), Basic Salary ( \_\_\_\_\_ )  
) Dirhams, in addition to the following benefits :-

-  
  
-  
  
-  
  
-  
  
-

-

Second Clause :-

Period of this Contract is ( ) starting from \_\_\_\_\_  
20\_\_ ending on \_\_\_\_\_ 20 \_\_ and the first party may  
extend the same for two additional years.

Third Clause :-

If the Second Party does not join his work within 15 days  
from the date of signing this Contract, the Contract shall be  
considered as cancelled unless he furnish an acceptable  
reason to the first party.

Fourth Clause :-

The Second Party shall adhere to the responsibilities and  
shall refrain from prohibited acts as mentioned in the  
Decree Law # 11 for the year 2008 regarding Human Resources in  
Federal Government and its Executive rules and the related  
resolutions.

Fifth Clause :-

The Second Party undertakes to execute all the tasks and  
responsibilities related to the position or any other tasks  
related to his work.

#### Sixth Clause :-

The Second Party shall attend to his work at the time and date specified in the Executive rules of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

#### Seventh Clause :-

The Second Party shall be subject to a probation period for three months extendable for similar periods and the first party may terminate the services of the Second Party during the probation period after a notice for 5 working days.

He may be retained at his job for 15 days from the date prescribed for termination of service to handover the accommodation and any items under his custody and the Minister may exceed this period if necessary.

#### Eighth Clause :-

The Second Party shall be entitled to a leave of 30 days in a year and the provisions of other leave prescribed by the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive rules shall be applicable on him.

#### Ninth Clause :-

The first party is entitled not to renew this Contract and is entitled to terminate the same before its end at any time provided it sends a written notice about the same to the Second Party one month prior to the date fixed for termination provided that the first party in this case shall pay to the Second Party the total salary of one month as compensation for termination.

#### Tenth Clause :-

1. The Second Party may resign from his job as per a written request including notifying the first party of a notice period for two months and the resignation shall be considered acceptable unless the first party takes the appropriate decision in this regard and notifies the Second Party within fifteen days from submitting the resignation.
2. The Second Party undertakes to continue his work until the notice period expires nevertheless as per the request of the Second Party the notice period may be decreased after accepting the resignation and his services shall be directly terminated provided that the Second Party agrees to pay the compensation in lieu of notice or to deduct the same from the dues of the Second Party provided that this period shall not be calculated among his period of service with the first party.

Eleventh Clause :-

Service of the Second Party may be terminated for any of the reasons stipulated by Article – 101 of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government

Twelfth Clause :-

This Contract expires at the end of its term unless it is agreed between both parties to renew the same.

Thirteenth Article :-

The Second Party shall be entitled at the end of its service to the end of service benefits and a cash allowance for the balance of his annual leave as per Decree Law # 11 for the year 2008 regarding Human Resources and Federal Government and its Executive Rules and the related resolutions.

Fourteenth Article :-

Regarding any item not stipulated in this Contract the provisions of Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive Rules, resolutions of the Cabinet which do not conflict with its provisions of this law.



This Contract has been prepared in two identical copies in Arabic language and each Party is given a copy to act accordingly.

Signature of the First Party

Signature of the Second Party

This translation of the text of the Regulations of the decree Federal Law No. 8 of 2008 issued by Council of Ministers No. 13 of 2010 to clarify the statement of the articles and closer to understanding the English language, not the translation state of legal argument when the difference is taken contends the Arabic text of the regulation.

UNITED ARAB EMIRATES  
THE CABINET

FORM  
RENEWAL OF FULL TIME EMPLOYMENT CONTRACT

This Contract is entered into between

\_\_\_\_\_  
Ministry / Authority / Establishment  
Party)

(First

and Mr. \_\_\_\_\_ (Second Party)

appointed on \_\_\_\_\_ 19 to renew the Employment Contract  
executed between both Parties on \_\_\_\_\_ 20 \_\_\_\_\_ as per the  
same terms and conditions stipulated by the Contract for a  
period \_\_\_\_\_ with effect from \_\_\_\_\_ 20 \_\_\_\_\_

Signature of the First Party

Signature of the Second Party

UNITED ARAB EMIRATES  
THE CABINET

FORM  
TEMPORARY EMPLOYMENT CONTRACT

It is on this day \_\_\_\_\_ corresponding to \_\_\_\_\_ this Contract  
is \_\_\_\_\_ entered \_\_\_\_\_ into \_\_\_\_\_ between  
\_\_\_\_\_  
Establishment Ministry / Authority /  
(First Party)

Represented by : \_\_\_\_\_, in his capacity as  
\_\_\_\_\_

and Mr. \_\_\_\_\_ (Second Party)  
\_\_\_\_\_  
# \_\_\_\_\_ National, holder of Passport  
\_\_\_\_\_, Resident of \_\_\_\_\_

Inside the Country :

Outside the Country :

It has been agreed as under :-

First Clause -

The 'first party' agreed to appoint the 'Second Party' to work  
with it full time as a ( ), Grade ( ) against a lump  
sum Salary of Dirhams ( ) to be paid to him at the end of  
each month.

## Second Clause :-

Period of this Contract is (            ) starting from \_\_\_\_\_ 20\_\_ ending on \_\_\_\_\_ 20 \_\_ and the first party may extend the same to a period not exceeding three months.

## Third Clause :-

If the Second Party does not join his work within 15 days from the date of signing this Contract, the Contract shall be considered as cancelled unless he furnish an acceptable reason to the first party.

## Fourth Clause :-

The Second Party shall adhere to the responsibilities and shall refrain from prohibited acts as mentioned in the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive rules and the related resolutions.

## Fifth Clause :-

The Second Party undertakes to execute all the tasks and responsibilities related to the position or any other tasks related to his work.

## Sixth Clause :-

The Second Party shall attend to his work at the time and date specified in the Executive rules of the Decree Law # 11

for the year 2008 regarding Human Resources in Federal Government.

Seventh Clause :-

The Second Party shall be subject to a probation period for three months extendable for similar periods and the first party may terminate the services of the Second Party during the probation period after a notice for 5 working days.

Eighth Clause :-

The Second Party shall be entitled to the following leave :-

1. Unpaid leave for a period of five consecutive or interrupted working days.
2. Mourning leave with lump sum salary.
3. Sick leave with lump sum salary as per a Medical Report approved by an Official Medical Department for a period not exceeding 5 consecutive working days at a time and what exceeds this shall be as per the report of the Medical Committee and in all cases the paid Medical leave shall not exceed fifteen working days throughout the period of Contract.

Ninth Clause :-

The first party may terminate this Contract for non disciplinary reasons at any time after expiry of the first month provided that the 'First Party' shall undertake in this case to pay to the Second Party the equivalent of salary of one month as mentioned in the first Clause.

#### Tenth Clause :-

The Second Party may resign from his job as per a written request including notifying the first party of a notice period for two months and the resignation shall be considered acceptable unless the first party takes the appropriate decision in this regard and notifies the Second Party within two weeks from submitting the resignation.

The Second Party may resign within the probation period as per written notice to the First Party five working days prior to the date fixed for the resignation.

#### Eleventh Clause :-

This Contract shall expire at the end of its term or as per the expiry of the services of the Second Party as per one of the reasons stipulated by Article – 101 of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

#### Twelfth Clause :-

The Second Party is entitled for an Air Ticket in an Economy class from his place of Contract to the Country and vice versa at the beginning of the Contract and upon expiry of the period of Contract or if the Contract is terminated for non disciplinary reasons.



(This clause is applicable only upon employees recruited from outside the Country)

Thirteenth Article :-

Regarding any item not stipulated in this Contract the provisions of Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive Rules, resolutions of the Cabinet which do not conflict with its provisions of this law.

This Contract has been prepared in two identical copies in Arabic language and each Party is given a copy to act accordingly.

Signature of the First Party

Signature of the Second Party

UNITED ARAB EMIRATES  
THE CABINET

FORM  
PART TIME EMPLOYMENT CONTRACT

It is on this day \_\_\_\_\_ corresponding to \_\_\_\_\_ this Contract  
is \_\_\_\_\_ entered \_\_\_\_\_ into \_\_\_\_\_ between  
\_\_\_\_\_  
Establishment \_\_\_\_\_ Ministry / Authority /  
(First Party)

Represented by : \_\_\_\_\_, in his capacity as  
\_\_\_\_\_

and Mr. \_\_\_\_\_ (Second Party)  
\_\_\_\_\_  
# \_\_\_\_\_ National, holder of Passport  
\_\_\_\_\_, Resident of \_\_\_\_\_

It has been agreed as under:-

First Clause -

The 'first party' agreed to appoint the 'Second Party' to work  
with it Part time as a ( \_\_\_\_\_ ), Grade ( \_\_\_\_\_ ) against a  
lump sum Salary of Dirhams ( \_\_\_\_\_ ).

Second Clause :-

The Second Party undertakes to work with the first party for  
a period of ( \_\_\_\_\_ ) hours daily / or for a period of ( \_\_\_\_\_ )

weekly during the working hours prescribed by the Executive Rules of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Third Clause :-

This Contract shall be effective from the date of commencement of work.

Fourth Clause :-

The Second Party shall adhere to the responsibilities and shall refrain from prohibited acts as mentioned in the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive rules and the related resolutions.

Fifth Clause :-

The Second Party shall be subject to a probation period for three months extendable for similar periods and the first party may terminate the services of the Second Party during the probation period after a notice for 5 working days. Moreover the Second Party may resign from his job during the probation period after notifying his work Department within a similar period.

Sixth Clause :-

The Second Party shall be subject to the training and development system prescribed by his work Department

and shall also be subject to the Performance Management System applied by the Government.

Seventh Clause :-

The Second Party shall be subject with respect to performance remuneration, transference and promotion to the provisions of part time employment stipulated in the Executive Rules of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Eighth Clause :-

The Second Party shall be granted leave stipulated in the provisions of part time employment as stated in the Executive Rules of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Ninth Clause :-

Service of the Second Party shall be terminated as per any of the reasons stipulated by Article – 101 of the Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government.

Tenth Clause :-

The Second Party may resign from his job as per a written request including notifying the first party of a notice period for two months and the resignation shall be considered acceptable unless the first party takes the appropriate

decision in this regard and notifies the Second Party within two weeks from submitting the resignation.

Eleventh Clause :-

This Contract shall be considered cancelled if the Second Party does not join his work within 15 days from the date of finalization of appointment procedures unless he submits an acceptable excuse for the first Party.

Twelfth Clause :-

Regarding any item not stipulated in this Contract the provisions of Decree Law # 11 for the year 2008 regarding Human Resources in Federal Government and its Executive Rules, resolutions of the Cabinet which do not conflict with its provisions of this law.

This Contract has been prepared in two identical copies in Arabic language and each Party is given a copy to act accordingly.

Signature of the First Party

Signature of the Second Party