



## Contract Form Full-Time Employment of UAE Nationals

This contract is made on / / 20

Between

Federal Entity / Authority: .....

Represented by: ..... in his/her capacity as: ..... (First Party)

And

Employee: .....

Nationality: .....

Passport No.: .....

ID No.: .....

Address: .....

Emirate: .....

Region: .....

Tel: .....

Mobile: .....

P.O. Box: .....

(Shall be referred to hereinafter the Second Party)

Preamble:

According to the appointment decision taken by the competent authority of the First Party, No ( ..... ) of 20 ..... dated / / , and whereas the Second Party has successfully passed all interviews, professional tests and medical examinations, and duly submitted all documents required for appointment, and, as the Second Party has accepted the job offer of the First Party, the two parties agreed on the following:

### Clause 1:

The above mentioned preamble, any documents or annexes submitted by the Second Party, which are required as a pre-condition for employment, shall be an integral part of this contract. This contract shall be null if the documents were proved to be invalid.



## **Clause 2: Appointment**

The First Party agreed to appoint the Second Party to work for him/her as a full-time employee according to the provisions of this contract in the post of ( ) as per the financial and job benefits set up for UAE nationals and the grade that he/she occupies, and, as per the following details:

Basic salary:.....

Accommodation allowance (single, married) :.....

Cost of living allowance:.....

Transport allowance:.....

Social allowance:.....

Children's allowances:.....

Nature of job allowance:.....

Other benefits:.....

## **Clause 3: Term of Contract**

Without prejudice to Clause (5) below hereof, this contract shall remain valid for three calendar years as of / / 20, until / / 20, extendable for similar terms by agreement of the two parties

## **Clause 4:**

The Second Party acknowledges that it has reviewed the aforementioned Decree Law, Executive Regulations thereof; and Code of Ethics and Professional Conduct Document for Civil Service.

The Second Party shall carry out all duties and responsibilities related to its job, and shall perform all assignments accurately and honestly according to the job description, and any other tasks assigned to it by superiors.

The Second Party shall refrain from exercising any of the prohibited acts listed in the applicable laws and regulations in the country.

The Second Party shall maintain confidentiality of the secrets that it may get acquainted with ex-officio whether during its career or thereafter.

The Second Party shall undertake to perform the job duties and responsibilities assigned according to this contract and the provisions of the aforementioned Decree Law, Executive Regulations thereof or any other legislations related thereto.

The Second Party shall acknowledge that the contract and the execution of the contractual obligations do not violate any provisions, conditions or consequential obligations of any other contract or job relations.

## **Clause 5: Probation Period**

The Second Party shall be subjected to a six-month probation period that can be extended to three months. The First Party may terminate the service of the Second Party during the probation period after serving a five-day notice if it was proved that the Second Party was unfit for the job. The Second Party shall have the right to resign during the probation period after serving a five-day notice.



**Clause 6: Annual Leave**

The Second Party shall be given a full-paid annual leave for ( ) working days, provided that this leave shall not be due until the Second Party passes the probation period.

**Clause 7:**

The Second Party shall be entitled to the annual increment based on the results of annual performance review. This allowance shall be added to the basic salary.

**Clause 8:**

Provisions of the Decree Law, Executive Regulations thereof and other systems and decisions related thereto, shall apply to promotions, allowances, cash and annual rewards granted to the Second Party.

**Clause 9:**

On terminating Second Party's service, for any reason whatsoever, the he/she shall hand over to the First Party all the belongings, devices, documents, communications, reports, drawings, charts, files owned by the First Party. The Second Party shall also undertake not to keep any original documents or copies thereof, whether electronic or hardcopies or in any other format, and shall hand over the same to the First Party.

**Clause 10:**

The First Party may deduct any amounts from the Second Party's entitlements according to effective rules, in order to pay dues and liabilities incurred to the First Party.

**Clause 11:**

The provisions of the Federal Law No. 7 of 1999 concerning pensions and social security, as amended, shall apply to the Second Party in respect of monthly contributions throughout the validity of this contract.

**Clause 12:**

The two parties have agreed that the Decree Law No. 11 of 2008, as amended, the Executive Regulations thereof, decisions of the Cabinet Resolutions and complementary regulations shall be their reference in clarifying the rights and obligations of the two parties or in interpreting the provisions hereof.

This contract was issued in Arabic in two original copies, one for each party for compliance thereto.

**First Party  
Signature**

**Second Party  
Signature**