



## Contract Form Temporary Employment

This contract is made on / / 20  
Between

Federal Entity / Authority / Corporation: ..... (First Party)  
Represented by: ..... in his/her capacity as: .....

And

Employee: ..... Second Party      Nationality: .....  
Passport No: .....      ID No: .....  
Address: .....      In UAE: .....  
Out of UAE: .....

The two parties agreed on the following:

### Clause 1:

The First Party agreed to appoint the Second Party, as per this contract,  
in the post of ( ..... )      Grade ( ..... )  
and a lump sum salary of AED ( ..... ), to be paid thereto at the end of each month.

### Clause 2:

The term of this contract shall be three months (maximum) as of / / and ending on / / . The First Party may extend the term for a period of no more than three months.



**Clause 3:**

The Second Party acknowledges that he/she has reviewed the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof, and the Code of Ethics and Professional Conduct Document for Civil Service, declaring that he/she shall observe all duties and refrain from all the prohibited acts provided for therein and the decisions related thereto.

**Clause 4:**

The Second Party shall perform all duties and responsibilities of the job or any other assignment related thereto.

**Clause 5:**

The Second Party shall report to work at times and days set forth in the Executive Regulations of the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended

**Clause 6:**

The second party shall undergo a one month probation period as of the date of commencement. The First Party may terminate the service of the Second Party during this period after serving a notice of five working days. The Second Party may resign during the probation period after notifying the First Party by a similar notice on the date set for resignation.

**Clause 7:**

The Second Party shall be entitled to the following leaves:

Unpaid leave for five continuous or separate days.

Mourning leave with a lump sum pay.

Sick leave with a lump sum pay according to a medical report approved by an official authority for a period of no more than five working days. Any additional day shall be unpaid.

**Clause 8:**

This contract expires with the end of its terms or by terminating the service of the Second Party for any of the reasons listed in Clause (101) of the Federal Law by Decree No. 9 of 2011 amending some provisions of the Federal Law by Decree No. 11 of 2008 on human resources in the Federal Government and Executive Regulations thereof.

**Clause 9:**

If the First Party wishes to renew this contract. The Second Party shall be notified before the end of the contract through a written notice. Thereafter, the contract shall be renewed and attested by the two parties.



**Clause 10:**

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

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

**First Party  
Signature**

**Second Party  
Signature**