



## Contract Form Full -Time Employment of Non-UAE Nationals (Category A)

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 as follows:

### Clause1:

- The First Party hereby agrees to appoint the Second Party to work as a full- time employee in the position of ( ..... ) Grade ( ..... ) for a basic salary of AED ( ..... ) and an allowance of AED ( ..... ) and the financial benefits set for that grade.
- The Second Party is entitled to the following benefits, provided that the other spouse working for the Federal Government, does not enjoy the same benefits:
  - Appropriate accommodation or housing allowance according to the rules set forth in this regard
  - Annual tuition fees not exceeding AED 10,000 for each child and up to two children, starting from primary level to 18 years of age, only if they are resident in UAE. Documents proving this residence in the UAE shall be submitted.
  - Air tickets for the employee, spouse and three children under 18 years of age, at a total value of AED 3500 annually for each, to be paid annually (after continuing one year from date of joining ).
  - Furniture allowance equal to seven months basic salary, provided that the amount shall not exceed AED 25000, for single employees; and an amount equal to nine months basic salary, or up to AED 30000 for married employees, according to the rules applicable at the Federal Government



5. Water and electricity allowance of AED ( ..... ) according to the rules applicable at the Federal Government
6. Medical insurance to self, spouse and three eligible children under 18 years of age, as per applicable rules.

**Clause (2)**

The of this contract is one year starting on / / and ending on / /. The contract may be renewed on an annual basis upon agreement of the two parties.

**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 undertakes to implement 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, in accordance with the official working days and hours of the government.

**Clause 6:**

The Second Party shall undergo a six- month probation period as of the date of commencement, which may be extended for three months. The First Party may terminate the service of the Second Party during this period after serving a five working days notice. 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 not cease working except on days of leave given . the terms and conditions shall be set up according to the provisions of the Federal Law by Decree No 11 of 2008, concerning human resources in Federal Government, as amended.



**Clause 8:**

The reasons of service termination contained 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 Federal Government and Executive Regulations thereof, shall apply to the Second Party.

**Clause 9:**

If the First Party wishes to renew this contract, The Second Party shall be notified of the same before the end of the term by serving a written notice as per the Second Party's grade. Thereafter, the contract between the two parties shall be renewed and attested.

**Clause 10:**

The First Party shall pay the expenses and costs of the residence visa of the Second Party.

**Clause 11:**

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

**First Party  
Signature**

**Second Party  
Signature**