

**Contract Form**  
**Part-time 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:

The two parties agreed on the following:

**Clause 1:**

The First Party agreed to appoint the Second Party as a part-time employee in the post of ( ) Grade ( ) for a lump sum salary of AED ( ).

**Clause 2:**

The Second Party hereby undertakes to work for the First Party for ( ) hours per day or a period of ( ) days a week, during the official working hours provided for in the Executive Regulations of the Decree Law No. 11 of 2008 concerning human resources in the Federal Government as amended.

**Clause 3:**

The term of this contract shall be one year as of / / and ending on / / . The term may be extended on an annual basis by agreement of the two parties.

**Clause 4:**

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 5:**

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 6:**

The Second Party shall be subject to the Training & Development System and Employee Performance Management System applied at the Federal Government level.

**Clause 7:**

The Second Party shall be subjected to the provisions of part-time employment contained in the Executive Regulations of the Decree Law No. 11 of 2008 on human resources in the Federal Government, as amended, in regards to performance reward, transfer and promotion.

**Clause 8:**

The Second Party shall be granted the leaves stipulated in the provisions of part-time employment contained in the Executive Regulations of the Federal Law by Decree No. 11 of 2008 on human resources in the Federal Government, as amended.

**Clause 9:**

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 10:**

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 between the two parties shall be renewed and attested.

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

**First Party**  
Signature

**Second Party**  
Signature.