



## Contract Form Employment on Special Contract

This contract is made on / / 20

Between

Federal Entity / Authority / Corporation: ..... (First Party)

Represented by: ..... in his/her capacity as: .....

And

Employee: ..... Second Party

Passport No: .....

Address: .....

Out of UAE:.....

Nationality: .....

ID No: .....

In UAE: .....

The two parties agreed on the following:

### Clause I:

The Second Party shall be appointed by the First Party to work in

the position of ( ..... )

Grade ( ..... )

for a basic salary of AED ( ..... )

only, and a total salary of AED ( ..... )

including the following benefits (provided that the total salary of the employee including the benefits shall not exceed the upper limit set by the Cabinet Resolution in this regard..

A-.....

B-.....

C-.....

D-.....

E-.....

There will be no duality in payment of the same to the spouse of the employee who works for the Federal Government.



**Clause 2:**

The total salary of the national employee, set in Clause (1) hereof, shall include the following allowances, taking into account that the amount of each allowance must be indicated as follows:

1. UAE nationals social allowance
2. Social allowance for children
3. Cost of living allowance
4. Accommodation allowance.

**Clause 3:**

The term of this contract shall be (two years) maximum as of / / and ending on / / 20 . The contract may be renewed for a similar term.

**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 be obliged to implement all duties and responsibilities of the job or any other assignment related thereto.

**Clause 6:**

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 7:**

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 8:**

Provisions of the leaves set forth in the Decree Law No. 11 of 2008 concerning human resources in the Federal Government, as amended, shall apply to the Second Party.



**Clause 9:**

The First Party has the right of not renewing this contract this contract, and may revoke it before its expiry date at any time provided that the Second Party shall be notified in writing one month prior to the date set for revocation. In this case, the First Party shall pay to the Second Party, an amount equivalent to the total salary for one month as a compensation for revoking the contract.

**Clause 10:**

The Second Party may resign by sending a resignation letter to First Party including a notice period of two months. The resignation shall be accepted unless the First Party takes the appropriate decision on the same and notifies the Second Party within 15 days of submitting the resignation.

**Clause 11:**

The reasons of service termination contained in Clause (101) of the Federal Law by Decree No. 9 of 2011 concerning the amendment of some provisions of the Federal Law by Decree No. 11 of 2008 on human resources in Federal Government and the Executive Regulations thereof, shall apply to the Second Party.

**Clause 12:**

This contract shall end by the expiry date thereof, unless the two parties agree on renewing it.

**Clause 13:**

The First Party shall pay the fees of the residency of the Second Party.

**Clause 14:**

The Second Party shall be entitled, on the expiry of service, to an end of service gratuity and cash reimbursement for his/her accumulated annual leaves according to the Decree Law No. 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof and the Cabinet Resolutions.

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

**First Party  
Signature**

**Second Party  
Signature**