



Circular No (18) for 2021 **On the new working hours to be implemented in UAE**

To: All Federal Entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

According to the new working hours adopted in UAE, workweek will be from Monday to Thursday, and the weekend will include Saturday, Sunday and half of Friday, starting January 1, 2022.

Accordingly, the Federal Authority for Governmental Human Resources requests all ministries and federal entities to abide by the following:

1. The official working hours will be from Monday to Friday every week at a rate of 8 hours per day from 7:30 am to 3: 30 pm, except Friday, where working hours will be for 4 and a half hours, from 7:30 am to 12:00 noon.
2. The regulation of flexible working hours approved by the federal entity shall be in accordance with the work needs and within the limits of official weekly working hours.
3. Federal entities must abide by the provisions contained in the remote work system approved by the Council of Ministers' Resolution No. (27) for 2020, and coordinate with the Authority in this regard before implementing the remote work pattern (in whole or in part) to any job, in order to ensure that the conditions are met



according to the above system and within the limits of the approved official work.

4. Federal entities not connected to the Federal Government's HR Management Information system "Bayanati", are required to modify their electronic systems to suit the new work system in terms of official working hours, weekend, leaves, etc..as of January 1, 2021.

Therefore, the Authority hopes that all federal entities will abide by the above, given that the electronic Bayanati System has been re-engineered in accordance with the new work system.

Please be assured of the Authority's assistance and support to your entity to overcome any difficulties faced in implementing the new work system via the communication channels shown below

Thank you for your cooperation

The Federal Authority for Government Human Resources

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For more information, please contact us through the following channels:

- Customer Happiness System (CHS): <https://www.fahr.gov.ae/CRM/ar>
- The Authority's smart application: <https://www.fahr.gov.ae/bayanati/Portal/ar/home.aspx>
- Unified Csl1 Ceter: 0525524 .